

FINAL SITE PLAN APPLICATION

Part I.

Property Address: _____ # of Units (if applicable): _____

Applicant(s): _____ Phone: _____

Address: _____ Email: _____

Property Owner: _____ Phone: _____

Address: _____ Email: _____

Zoning District: _____ Proposed Use: _____

Parcel # (s): _____

Project Description: _____

Property Owner's Signature

Date

Applicant's Signature

Date

Application Requirements for FINAL PLAN:

1. Application must be accompanied by the following:
 - a. Two (2) copies 24x36 of the SITE PLAN PACKAGE, and
 - b. An electronic PDF of SITE PLAN
 - c. The applicable submittal fee (*based on type of development. Cost recovery for engineering review shall be the responsibility of the applicant and shall be billed separately.*)

*****OFFICIAL USE ONLY*****

ACTON BY PLANNING COMMISSION OR AUTHORIZED REPRESENTATIVE

By authority given the Planning Commission in the Ohio Revised Code, the above applicant has been approved:

Signed: _____ Date Approved: _____
Planning Commission, Chair (or designee) Date

Conditions of Approval: _____

FINAL SITE PLAN CHECKLIST (W.C.O.1187)

1. _____ The names, addresses, and telephone numbers of the owner/developer and the engineer, architect, or surveyor.
2. _____ A legal description and a location map. (Same orientation as the FINAL SITE PLAN) A scale on each drawing.
3. _____ A north arrow on all drawings.
4. _____ Show existing zoning on final site plan drawing. (Project property zoning and adjacent property zoning)
5. _____ Show adjacent and opposite property buildings and driveways on drawings.
6. _____ The dimensions of the property and the dimensions of existing and proposed buildings to be constructed. Existing topography, including existing ground elevations, shall be at a minimum of 100-foot intervals. Elevations are to be provided to the nearest tenth of a foot. Topography is to extend at least fifty feet beyond the site property lines.
7. _____ Building removals or other alterations to occur on existing buildings.
8. _____ The distance to the right-of-way from the existing and/or proposed building.
9. _____ The distance to side and rear property lines from the structure.
10. _____ The names of adjacent roadways.
11. _____ Right-of-way lines and pavement and right-of-way widths from the centerline of the roadway.
12. _____ Fencing or walls. (The location, height and material [existing and/or proposed])
13. _____ Signs. (The location, height and dimensions, signage type and sign material [existing and/or proposed])
14. _____ Lighting. (The location, parking and outside building [security])
15. _____ Sidewalks and pedestrian connectivity elements. (The location, width [existing and/or proposed] and handicap ramps and access, and trails and pathways, etc.)
16. _____ Drive approach aprons. (The location, the width at the roadway, the width at the throat and radius returns)
17. _____ Ditches, creeks or other natural features affecting development. (Two-foot contours [where appropriate] and a 100-year flood line)
18. _____ Storm water drainage (existing and proposed) and the method for detention, with drainage calculations, detention volume, hydraulic calculations, and storm water management plan.
19. _____ Sanitary and storm sewers (existing and proposed), the waterline, hydrants and storm sewer design calculations.

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- 20. _____ Wells (existing and/or proposed), if improvements not available. (Also on adjacent property, if applicable)
- 21. _____ On-site sewage system, if applicable. (Also on adjacent property, if applicable)
- 22. _____ Parking and bike rack locations. (Existing or proposed) Off-street parking spaces and aisles, with dimensions, the number of spaces, handicap parking, pavement type, the number of employees at peak shift, if applicable, and the square footage of the building, if applicable.
- 23. _____ Drive-thru line-up, if applicable, and the number of vehicles stored in line-up, if applicable.
- 24. _____ A landscape plan MUST BE APPROVED by the Village Engineer and Zoning Team before issuance of a Zoning Certificate.
- 25. _____ The location of all waste and refuse handling facilities and proposed screening methods.
- 26. _____ Traffic study and counts, if applicable.
- 27. _____ Off-street loading pavement type.
- 28. _____ Requirements of the Village of Walbridge Chapter 1311.04, "Flood Hazards".
- 29. _____ Other items as requested by The Village of Walbridge: _____