
PRELIMINARY SITE PLAN APPLICATION

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 PRELIMINARY SITE PLAN

1. Application shall be submitted with:
 - a. Two (2) copies 24x36 of the SITE PLAN PACKAGE, and
 - b. An electronic PDF of SITE PLAN
 - c. The application 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*****

ACTION BY PLANNING COMMISSION OR AUTHORIZED REPRESENTATIVE

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

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

Additional Conditions or Comments for Final Site Plan Submittal: _____

PRELIMINARY SITE PLAN CHECKLIST

1. _____ Owner/Developer: Name, Address, Telephone Number, Email Address
2. _____ Engineer/Surveyor: Name, Address, Telephone Number, E
3. _____ Location Map (Same Orientation as the Preliminary Site Plan)
4. _____ Scale on all drawings
5. _____ North Arrow on all drawings
6. _____ Existing zoning of subject property and adjacent properties
7. _____ Number of required parking spaces (show parking space calculations)
8. _____ Location and dimensions of existing and proposed building(s)
9. _____ Building demolition or other alterations to existing buildings
10. _____ Distance of rights-of-way from existing building(s)
11. _____ Distance of rights-of-way from proposed building(s)
12. _____ Distance to side and rear property lines from all structures
13. _____ Names of adjacent roadways with right-of-way widths
14. _____ Sidewalks and pedestrian connectivity, including handicap access locations and widths
15. _____ Ditches, creeks, or other natural features affecting development
16. _____ Proposed location of private and public utilities labeled by type and provider
17. _____ Off-street parking spaces, bike racks, and drive aisles with dimensions
18. _____ Off-street loading space(s) location and dimensions
19. _____ Parking and loading pavement type(s)
20. _____ Drive-thru location and queuing (if applicable)
21. _____ Location of all waste disposal and dumpsters and screening methods
22. _____ Architectural standards, lighting, landscaping signage and signage type or any other items as required by the Village.

Other: _____
