



**“CC” CITY CENTER DISTRICT  
SITE DEVELOPMENT PLAN APPLICATION  
INSTRUCTIONS**

**APPLICATION FORM** – The application form must be fully completed, signed by the property owner and shall be properly notarized. Additional information may be provided on a separate sheet.

**AGENT AUTHORIZATION FORM** – If the applicant is not the property owner, a completed and notarized Agent Authorization Form must be provided.

**OBLIGATION FOR PAYMENT OF EXPENSES FORM** – This form obligates the applicant for payment of any professional costs required for review of the application.

**SUBMITTAL REQUIREMENTS** – The applicant shall submit copies of all information required in Section 154.10.472 (G), as well as any other information which supports the application, as noted below:

- In the initial submission the applicant shall provide 12 paper copies of all information required in Section 154.10.472 (G), an electronic copy of all graphic materials (site plan, elevations, etc.), as well as any other information which supports the application.
- If revisions to the application are necessary, 8 paper copies and an electronic copy of all graphic materials showing any revisions shall be provided for the final application which is presented to the Planning Commission.
- Sign Applications: Provide information on proposed location, dimensions, size, colors, illumination, and materials. A landscaping plan shall be provided for ground signs. All signs shall comply with the City’s Sign Code and Zoning District regulations.

**ADJACENT PROPERTY OWNERS LIST** – Please provide the names, addresses, and parcel numbers of all property owners within 200 feet of the property in question, along with a corresponding map showing these parcels. This information may be obtained on the internet at [www.mcrealestate.org](http://www.mcrealestate.org).

**ZONING REQUIREMENTS** – The application must meet the requirements of Section 154.10.471-.477 of the Zoning Code, available online at [www.westcarrollton.org](http://www.westcarrollton.org) or at the Planning and Building Department.

**FEES** - All fees are listed in the attached fee schedule.

**APPLICATION DEADLINES** – All applications must be filed by the “Filing Deadline” provided in the attached Schedule of Meetings. If the application is determined to be complete, it will be scheduled and the public hearing will be advertised by the “Notice Deadline,” if required.

**EXPIRATION DATE** – Approved applications expire six (6) months after the date of the signed resolution. Within those six (6) months a permit must be acquired. If the applicant cannot obtain the permit within the six (6) month period, but still intends to pursue the improvements, a formal written request may be submitted to the Planning Commission for up to two (2) extensions of six (6) months each.

**INFORMATION** – For information contact the Planning & Community Department at 937-859-5783.



Case No. \_\_\_\_\_

Date Filed \_\_\_\_\_

Please use ink

**PLANNING COMMISSION  
"CC" CITY CENTER DISTRICT  
SITE DEVELOPMENT PLAN APPLICATION**

Check the type of application you are filing:

\_\_\_\_\_ New Construction

\_\_\_\_\_ Signage

\_\_\_\_\_ Additions to Buildings or Structures

\_\_\_\_\_ Site Improvements

\_\_\_\_\_ Screening/Landscaping

\_\_\_\_\_ Architectural Improvements

Street Address \_\_\_\_\_

City Lot Number(s) \_\_\_\_\_ Number of Acres \_\_\_\_\_

**OWNER OF PROPERTY**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

If you are the applicant, what is your legal interest in the property? (i.e., owner, tenant, prospective purchaser, etc.)

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Name, address, and telephone number of the person to contact for further information, **if different from the property owner or applicant.**

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Description of proposal:

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Comments:

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I, \_\_\_\_\_ having been duly sworn, solemnly swear that I am the owner/applicant of the property described above and that I am familiar with the rules and regulations set for in the Zoning Ordinance for the City of West Carrollton, Ohio. I further swear that all information shown on the application and attachments is in all respects, true and correct to the best of my knowledge and belief.

In addition, I understand that the city will give notice of the public hearing by posting a "Zoning Request" sign at the location listed on the application until final decision is made on the application.

\_\_\_\_\_  
Owner of Property

\_\_\_\_\_  
Applicant (If different from owner)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ADJACENT PROPERTY OWNERS LIST

Please list the names and addresses of all property owners adjacent to the property in question. The number below must correspond to the map which you will submit as part of your application.

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____



## AGENT AUTHORIZATION FORM

The undersigned, owner(s) of the certain real property located at \_\_\_\_\_ (the "Property"), do hereby appoint and expressly grant full authority to \_\_\_\_\_ to act as the sole agent of and on behalf of the undersigned in all matters related to and in connection with the attached application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of West Carrollton in connection with this same case, and by all decisions made by the city in connection with this same case.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Sworn to before me and subscribed in my presence by the said \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Notary Public



**STATEMENT OF APPLICANT OBLIGATION FOR PAYMENT  
OF CERTAIN PROFESSIONAL COSTS AND EXPENSES**

The Applicant is obligated by Chapter 37: General Fee Schedule to pay the City of West Carrollton (“City”) for all costs and expenses incurred by the City if this application or request causes the City to incur expenses and costs for an independent consultant to either review, evaluate or comment on data or information submitted by the Applicant, or to prepare information or data in connection with the City’s review and evaluation of the application or request. If an application or request filed with the City causes the City to devote to that same application or request time and professional skills of a City employee who is an engineer or surveyor (or other member of a so-called “learned professional”, the members of which are licensed by or registered with the State of Ohio), the costs and expenses to the City of the time devoted to that application or request shall be the obligation of the Applicant. The total amount of such costs and expenses shall be derived by the method of calculation pursuant to the then current legislative policy for such calculation.

The payment of expenses and costs referred to in this statement shall be made to the City of West Carrollton in accordance with the then current administrative policy for such payment. An application or request may require funds to be deposited in advance with the City for such costs and expenses. The payment of such costs and expenses shall be in addition to any other application fee required by the City, and must be received by the City before any permits for the property will be approved and issued.

The person whose signature appears below as Applicant states that she/he has full and complete authority to agree to, bind and obligate the Applicant to pay the costs and expenses referred to in this statement and to fully comply with the above statement.

By the signature below, the Applicant herein states she/he has fully and completely read the above statement, understands the above statement, and agrees to fully comply with the above statement.

By: \_\_\_\_\_  
Applicant’s Signature

Date: \_\_\_\_\_

Project: \_\_\_\_\_

Sworn to before me and subscribed in my presence by the said  
\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Notary Public



# CC SITE DEVELOPMENT PLAN APPLICATION CHECKLIST

**PROJECT NAME/CASE NO.:** \_\_\_\_\_

## APPLICATION FORM

- \_\_\_\_\_A. Site Development Plan application which provides the following information:
- \_\_\_\_\_1. Properly completed Site Development Plan application form signed by the owner, or Agent Authorization Form provided, and notarized
  - \_\_\_\_\_2. Names and addresses of all owners within 300 ft., comprising a minimum of 10 separate property owners
  - \_\_\_\_\_3. Electronic copy of all plans/graphics
  - \_\_\_\_\_4. Fees paid
  - \_\_\_\_\_5. Performance bond provided for public improvements, as required by 154.14.01(G) or 154.10.479

## SITE PLAN

- \_\_\_\_\_A. Site Development Plan drawing(s) which illustrates the following information:
- \_\_\_\_\_1. A vicinity map drawn at a scale of 1"=2000' and a site/landscape plan at a scale at no less than one inch equals 50 feet (24"x36")
  - \_\_\_\_\_2. The gross and net acreage of all parcels in the project, number of units, square feet of buildings, number of employees, and similar information describing the project
  - \_\_\_\_\_3. Land uses, zoning classification, and existing structures on the subject parcel and adjoining parcels
  - \_\_\_\_\_4. Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, and monument locations
  - \_\_\_\_\_5. Existing topographic elevations at two-foot intervals, proposed grades, and direction of drainage flows
  - \_\_\_\_\_6. Location and type of existing trees on the site with a diameter of six inches or more at four and one-half feet above grade. Included with the location of the trees should be the associated "drip line"
  - \_\_\_\_\_7. Location and elevations of existing watercourses and water bodies, including natural and/or man-made surface drainage ways, flood plains, and wetlands.
  - \_\_\_\_\_8. Location of existing and proposed buildings and intended uses thereof, including the length, width, and height of each building, and the proposed demolition plan and schedule
  - \_\_\_\_\_9. Proposed location of accessory structures, buildings, and uses including but not limited to all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators, and similar equipment, and the method of screening where applicable



- \_\_\_\_\_10. Location of existing public roads, rights-of-way and private easements of record, and abutting streets
- \_\_\_\_\_11. Location, design and dimensions of proposed streets, drives, curb cuts, and access easements, and curbing, as well as acceleration, deceleration, and passing lanes (if any) serving the development, with plans and profiles. Description of proposed points of access and circulation pattern
- \_\_\_\_\_12. Location, design, and dimensions of existing and/or proposed parking and loading areas (including indication of all spaces and method of surfacing), fire lanes, and all lighting thereof. Compliance demonstrated with 154.12.01, Off-Street Parking and Loading Requirements, or waivers requested with justification
- \_\_\_\_\_14. Location and design of all sidewalks, walkways, bicycle paths, and other pedestrian/bicycle amenities, and areas for public use
- \_\_\_\_\_15. Location of water supply lines and/or wells including fire hydrants and shut off valves, and the location and design of storm sewers, retention or detention ponds, waste water lines, clean out locations, connection points, and treatment systems including septic systems, if applicable
- \_\_\_\_\_16. Location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone, and steam, and demonstration that all utilities are to be buried underground
- \_\_\_\_\_17. Proposed location, dimensions and details of common open spaces and common facilities such as community buildings or swimming pools, if applicable
- \_\_\_\_\_18. Location, size, dimensions, materials, color, and other specifications of all signs and advertising features. Compliance demonstrated with Chapter 153: Signs, or waivers requested with justification
- \_\_\_\_\_19. Location of and specifications for all exterior lighting illustrated with illumination levels in a photometric plan, as well as description of shielding to be used and proposed cutoff hours
- \_\_\_\_\_20. Location and specifications for all fences, walls, and other screening features with cross-sections
- \_\_\_\_\_21. A landscape plan and schedule, showing the location, type, and quantities of landscaping, screening/buffering elements, and open spaces. For each new landscape material, the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated. Compliance demonstrated with 154.13.01, Landscaping regulations, or waivers requested with justification
- \_\_\_\_\_22. Location, size, and specifications for screening of all trash receptacles and other solid waste disposal facilities
- \_\_\_\_\_23. Location and specifications for any existing or proposed above or below ground storage facilities for any chemicals, salts, flammable materials or hazardous materials, as well as any containment structures or clear zones required by government authorities
- \_\_\_\_\_24. Identification of any significant site amenities or natural features
- \_\_\_\_\_25. Identification of any significant views onto or from the site

- \_\_\_\_\_26. North arrow, scale, and date of original submittal and last revision
- \_\_\_\_\_27. The forms of covenants or declarations of covenants, restrictions or easements running with the land; covenants, restrictions or easements proposed to be recorded; and covenants proposed for maintenance
- \_\_\_\_\_28. Front, side, rear elevations at no less than 1/4"=1'0" showing exterior appearances, including exterior materials to be used including walls, glass, railings, detailing, fencing, etc., and proposed color scheme, foundation, and finish grade lines at the building. Compliance demonstrated with Architectural Design Standards as specified in 154.17.01, or waivers requested with justification
- \_\_\_\_\_29. Building floor plans at no less than 1/4"=1'0" showing doors, windows, room sizes, proposed room uses, exterior features, and other relevant interior information
- \_\_\_\_\_30. Roof plan footprint showing basic elements, direction and slope of drainage, and drainage system, as well as architectural screening for rooftop equipment
- \_\_\_\_\_31. A schedule for construction and for the completion of the development, including all public and private improvements in the development area, and proposed hours of construction
- \_\_\_\_\_32. Compliance demonstrated with zoning district regulations and prior zoning approvals, or waivers requested with justification
- \_\_\_\_\_33. Any other information, plans or studies which may be required.

## **ENGINEERING**

- \_\_\_\_\_A. All information required in the attached engineering checklist
- \_\_\_\_\_B. An estimate of traffic volumes to be generated, including the assignment of traffic to proposed entrances and exits. Compliance demonstrated with 154.14.02, Access Management, including submission of a detailed Traffic Impact Study if required
- \_\_\_\_\_C. Compliance demonstrated with Chapter 156: Flood Damage Prevention Code and Stormwater Runoff, Soil Erosion, and Sedimentation Control Measures
- \_\_\_\_\_D. When a Storm Water Pollution Prevention Plan (SWP3) is required in accordance with Ohio Environmental Protection Agency regulations, a copy of such plan shall be submitted with the site plan (see Ohio EPA SWP3 Checklist)

## **FIRE**

- \_\_\_\_\_A. Compliance demonstrated with Chapter 151: Fire Prevention Code, or waivers requested with justification

## **COMMENTS:**