



SITE 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 12 copies of all information required in Section 154.14.01 as well as any other information which supports the application. In addition, an electronic copy of all graphic materials (site plan, elevations, etc.) shall be provided with the initial application, and a final copy with any revisions shall be provided prior to release of a building permit.

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.

ZONING REQUIREMENTS – The application must meet the requirements of Section 154.14.01 of the Zoning Code, available online at 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.

INFORMATION – Please submit application and additional materials to the Planning & Community Development Department at 300 E. Central Ave, West Carrollton, OH 45449 during business hours. For additional information, please contact (937) 859-5783.



Case No. _____

Date Filed _____

Please use ink

PLANNING COMMISSION SITE PLAN APPLICATION

Type of Application:

_____ PUD

_____ Multi-Family Dwellings Over 6 Units

_____ Conditional Use

_____ New Commercial/Industrial Development

_____ Architectural Improvements

_____ Special Sign Program or Other Signage

_____ Substantial Expansion of Commercial/Industrial Structure(s)

Street Address _____

City Lot Number(s) _____ Zoning District _____

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, and not the property owner, what is your legal interest in the property?
(i.e. renter, business owner, etc.)

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

Description of proposal: _____

Comments _____

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 **within 200 feet** of the property in question. The number below must correspond to the map which you will submit as part of your application.

<u>NAMES</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



SITE DEVELOPMENT PLAN APPLICATION CHECKLIST

Refer to Section 154.14.01(B) of the Zoning Code

PROJECT NAME/CASE NO.: _____

- _____A. Properly completed Site Plan application:
- _____1. Name, address, phone number of applicant and owner
 - _____2. Signed by owner or Agent Authorization Form provided, and notarized
 - _____3. Address/parcel number of property
 - _____4. Name/address of engineer, architect, and/or surveyor
 - _____5. Project description including parcel acreages, number of structures, units, bedrooms, offices, square feet, total and useable floor area, parking spaces, employees by shift, and similar information
 - _____6. Project completion schedule/development phases
 - _____7. Names and addresses of all owners within 200 ft.
 - _____8. Electronic copy of plan/graphics
 - _____9. Fees paid
 - _____10. Performance bond provided, as required by 154.14.01(G)
- _____B. Traffic impact study, if required according to 154.14.02.
- _____C. 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)
- _____D. Site 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 of not less than one inch equals 50 feet, with north arrow indicated
 - _____2. The gross and net acreage of all parcels in 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, as well as the length, width, and height of each building
- ____ 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 and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration, and passing lanes (if any) serving the development
- ____ 12. Location, design, and dimensions of existing and/or proposed curbing, barrier-free access, carports, parking areas (including indication of all spaces and method of surfacing), fire lanes, and all lighting thereof
- ____ 13. Location, size, and characteristics of all loading and unloading areas
- ____ 14. Location and design of all sidewalks, walkways, bicycle paths, 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
- ____ 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, and specifications of all signs and advertising features
- ____ 19. Exterior lighting locations with area of illumination illustrated, as well as the type of fixtures and shielding to be used
- ____ 20. Location and specifications for all fences, walls, and other screening features with cross-sections
- ____ 21. Location and specifications for all proposed perimeter and internal landscaping, and other buffering features. 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. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location, or range of sizes as appropriate
- ____ 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 unique natural features
- _____25. Identification of any significant views onto or from the site, to or from adjoining areas
- _____26. North arrow, scale, and date of original submittal and last revision

COMMENTS: