



FINAL SITE PLAN & ARCHITECTURAL REVIEW CHECKLIST

MUNICIPAL PLANNING COMMISSION

A site development plan is required to be prepared by persons professionally qualified to do such work. Final site plans shall be certified by an architect, engineer, or land surveyor duly registered by the State of Ohio. The following information shall be included with the Final Site Plan and Architectural Review Application, per §1133.06 Final Site Plans.:

SITE PLANS:

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| _____ Name of Development | _____ Finished grade of site by contour (including curbs & paved areas and finished floor elevation of all proposed buildings) |
| _____ Name & Address of Developer and Owner (if different) | _____ Location & type of buffers |
| _____ North Arrow, Date and Number of Sheets | _____ Location, size, type & grade of all ditches |
| _____ Scale 1" = 50' or larger | _____ Location, type & size of catch basins, inlets, pipes & other drainage structures |
| _____ Ownership, use & zoning of adjacent properties | _____ Erosion Control Methods |
| _____ Status of existing buildings on site | _____ Location, name & dimensions of all right-of-ways & easements |
| _____ Proposed building Set Back(s) | _____ Location & height of fences, walls, or screening |
| _____ Size, location & type of vehicular ingress & egress for site & existing drives adjacent within 50' of the site | _____ Location and screening of refuse pad(s) |
| _____ Size, location & type of pedestrian access | _____ Exterior Lighting Plan (in lumens) |
| _____ Location & dimensions of all parking spaces & bays, dock & loading spaces | _____ Landscape/Tree Management Plan (including plant list, sizes & quantities) |
| _____ Parking Analysis (number of parking spaces required/provided) | _____ Location & size of existing utilities |
| _____ Type of surface in parking & walk areas including curbs | _____ Location & size of proposed utilities |
| _____ Cross-section & structural design of pavement including curb type. (including note for 8" concrete apron) | _____ Electrical Service Plan |

ARCHITECTURAL PLANS:

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|---|--|
| _____ Building Elevations showing architectural style & roof mounted HVAC units | _____ Building Material List including size, type & color |
| _____ Building Height | _____ Building materials on sample board & color rendering |
| _____ Number of Floors and Total Area | |
| _____ Floor Plan | |

MISCELLANEOUS DOCUMENTS:

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| _____ Letter addressing the City Engineer's & stipulations per the Preliminary Site Plan | _____ Traffic impact study done by an Engineer qualified and pre-approved by the City Engineer |
| _____ Calculations of existing & proposed storm runoff in conformance with current city policy (2 copies) | _____ Copy of the permit application or a wetlands delineation affirmation submitted to the U.S. Army Corps of Engineers |
| _____ Drainage Design Standards of the City completed (2 copies) | _____ Letter from appropriate utility company (only required for multi-family, large commercial or industrial projects or as requested) |