

# VILLAGE OF CANAL WINCHESTER

36 SOUTH HIGH STREET  
CANAL WINCHESTER, OHIO 43110

PLANNING AND ZONING DEPARTMENT  
PH 614.837.7501 FAX 614.837.0145

## APPLICATION FOR SITE DEVELOPMENT PLAN

Project Name \_\_\_\_\_

rev. 2/20/08

Owner's Name \_\_\_\_\_ Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
E-mail: \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
E-mail: \_\_\_\_\_

Address/Location of Subject Property \_\_\_\_\_

Tax Parcel # \_\_\_\_\_ Acreage \_\_\_\_\_

Proposed Use (use separate sheet if necessary) \_\_\_\_\_

Attach current (within 2 years) survey of the subject property and all supporting materials as required by Chapter 1141 (see page 2 & 3), and Chapter 1173 as applicable. Additional information may be required by the Planning and Zoning Administrator or the Planning and Zoning Commission.

**I certify that the information provided with this application is correct and accurate to the best of my ability.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**DO NOT WRITE BELOW THIS LINE**

Completed Application \_\_\_ Yes \_\_\_ No, respond to the owner or applicant

Date Received: \_\_\_ / \_\_\_ / \_\_\_ Fee: \$ \_\_\_\_\_ Historic District: \_\_\_ Yes \_\_\_ No  
Paid  Preservation Area: \_\_\_ Yes \_\_\_ No

Permit No.: SDP - \_\_\_\_\_

Application \_\_\_ No

Approved: \_\_\_ Yes

P&Z Commission: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_ Yes, with conditions

**1141.03 PROCEDURE FOR PREPARING AN APPLICATION SUBMITTAL.**

(a) It is strongly recommended that, prior to submitting a site plan application, the applicant meet with municipal officials regarding plan requirements.

(b) A written application for site plan shall be filed with the Planning and Zoning Administrator. For Major Site Plans, the application shall be filed twenty-one (21) days prior to the Planning and Zoning Commission meeting date. Twelve (12) 11" by 17" size copies and two (2) full size copies of all plans and supporting information including, but not limited to, information listed in Section 1141.05, as applicable, shall be included with the major site plan application filing. In addition, plan sheets shall be submitted in electronic form in either jpeg or tif formats. Upon the filing of a site plan application, the Planning and Zoning Administrator shall review the application for compliance with Chapter 1141. Should any information not be included with the application, it shall be deemed incomplete and returned to the property owner or applicant with a written explanation of what information is missing. No incomplete site plan application shall be reviewed by village officials until all required information has been received by the Planning and Zoning Administrator.

(c) A fee as stipulated by ordinance, paid by the applicant, shall be included with all site plan application filings.

(d) All site plans shall be prepared by a professional engineer duly registered by the State of Ohio and include a boundary survey, conducted within two (2) years of the submittal date, by a professional land surveyor duly registered by the State of Ohio.

(e) Site plans and related engineering plans shall be prepared at a scale not smaller than one (1) inch equals one hundred (100) feet. Site plans may be prepared on one or more sheets to clearly show the information required by this Chapter, and to facilitate the review and approval of the site plan. If prepared on more than one sheet, match lines shall be used to clearly indicate where the several sheets join. No sheet shall exceed forty-two (42) inches horizontally and twenty-eight (28) inches vertically in size.

**1141.05 SITE PLAN REVIEW BY THE PLANNING AND ZONING COMMISSION.**

Every site plan submitted in accordance with this chapter shall contain the following information:

- (a) A boundary survey conducted within two years of the application submittal.
- (b) The name of the development, the name and address of the property owner and developer, north point, date of the plan being submitted, scale and number of sheets.
- (c) The name of property owners, zoning, and present use of adjoining lands.
- (d) Location of all minimum building setback lines.
- (e) Location, type, and size of existing vehicular ingress and egress to the site.
- (f) Location, names, and dimensions of proposed and existing streets, buildings, easements and drainage ways.
- (g) Location, type, size and height of all fencing, screening, and buffering where required by this Code.
- (h) Provisions for the adequate control of erosion and sedimentation indicating the proposed temporary and permanent control practices and measures which will be implemented during all phases of clearing, grading and construction.
- (i) All off-street parking and parking bays, loading spaces, ingress and egress and walkways indicating type of surfacing and showing the number of parking spaces provided and the number of parking spaces required.

(j) Number of floors, floor area, height and location of each building, and proposed general use for each building. In a multi-family residential building, the number, size, and type of dwelling units shall be shown.

(k) Building elevations depicting actual composition and architectural style for all proposed structures.

(l) Preliminary plans for the provision of, but not limited to, water, wastewater and stormwater utilities.

(m) The location of any proposed refuse removal pads.

(n) Location and size of all recreation and open space areas.

(o) Special Flood Hazard Area limits established by the Federal Emergency Management Agency's Flood Insurance Rate Maps on file with the Floodplain Administrator and/or accepted engineering methods. Special Flood Hazard Area limits shall be shown on all plan sheets.

(p) The location, width, size, and purpose of all existing easements and right-of-way and whether they are to be publicly or privately maintained.

(q) Such other relevant data as the Planning and Zoning Commission or the Planning and Zoning Administrator may require.

#### **1141.06 ENGINEERING CONSTRUCTION PLANS REVIEW BY THE TECHNICAL REVIEW GROUP.**

In preparing required engineering construction plans, the applicable provisions of the municipality's Subdivision Regulations shall be followed. All improvements required by Chapter 1141 and by the Subdivision Regulations shall be installed at the cost of the developer in accordance with design and construction standards of the municipality. Engineering construction plans submitted in accordance with this chapter shall contain the information in Section 1141.05 in addition to the following:

(a) Existing topography with a maximum two (2) foot contour intervals and the proposed finished grading by contour.

(b) Provisions for the adequate disposition of natural and storm water on and off-site, in accordance with current design criteria and construction standards of Canal Winchester including, but not limited to, the calculation of the contributing drainage area in acres and the location, size, type and grade of ditches, catch basins, inlets, pipes, and other drainage structures.

(c) All existing and proposed sanitary sewer facilities indicating all pipe sizes, types, grades, invert elevations, location of manholes, and such other data as may be deemed necessary by the Municipal Engineer.

(d) All existing and proposed water facilities including all water mains, their sizes, valves and fire hydrant locations. A detailed water connection plan sheet shall be provided indicating the size and location of the water line connection into the building(s), back flow prevention and, when applicable, the size and location of the fire suppression line.

(e) A landscaping and lighting plan.

(f) The location, width, size, and intended purpose of all easements and right-of-way and whether they are to be publicly or privately maintained. A plan copy, suitable for recording, shall be submitted showing any rights-of-way and/or easements for public dedication.