



SITE PLAN REVIEW APPLICATION

CITY OF URBANA, OHIO
205 S Main St, Urbana, Ohio 43078
937.652.4322/FAX 937.652.4306

Date _____

Application Number _____

Fee _____

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Submittal of an application does not constitute acceptance for processing until the Zoning Officer reviews the application for accuracy and completeness.

PROPERTY OWNER/APPLICANT INFORMATION

Name _____ Phone _____

Address _____

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, parcel number) _____

Zoning _____ Total Land Area _____ Square Ft. or _____ acres

Present Land Use _____

Describe Project (i.e. type of use, other project characteristics, etc.): _____

PROJECT DESCRIPTION

Please give a brief description of the project: _____

PROFESSIONAL SERVICES

Architect/Designer/Engineer _____ Phone _____

Address _____

I certify that the information contained herein including attachments is correct to the best of my knowledge. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and subsequent approval thereof.

Applicant's signature/date

CHECKLIST

REQUIRED ITEMS TO BE SUBMITTED FOR SITE PLAN REVIEW

Note: additional information *may be required* depending on the actual project

- Set requirements:
 - One (1) full sized set printed
 - Electronic copy in PDF
 - Colored rendition of elevation; materials list
- Project name, scale (not to exceed 1" = 100'), north arrow
- Date the site plan is prepared
- Designer of record
- Street names and locations of all existing and proposed streets, curbs, and sidewalks within or adjacent to the proposed development. Show distance to centerline of street.
- Location of all proposed and existing buildings, fences and structures within the project area. Indicate which ones are to remain and which are to be removed
- Setbacks of all principal and accessory structures including parking areas/lots
- Square footages by use – existing and proposed (storage, office, meeting, etc.)
- Percentage of lot coverage and square footage by:
 - a) structures
 - b) recreation areas
 - c) landscaping
 - d) non-permeable surfaces (including parking areas, access aisles)
- Total number of parking spaces, including ADA regulations (existing and proposed) where required
- Signage plans including renderings, mockups, etc.
- Total landscaped area square footage (existing and proposed) where required
- Detailed landscape design plan
- Photometric plan
- All vehicle and pedestrian access points and paths
- Service plans (deliveries, refuse collection, etc.)
- Details for storage areas and/or dumpster enclosures
- For auto oriented uses only include stacking plan
- Location and size of all public utilities in and adjacent to the site, including:
 - a) Water lines and meter sizes
 - b) Sewers, manholes and cleanouts
 - c) Storm drains and catch basins
- The proposed location of:
 - a) Connection to the City water system including backflow prevention details
 - b) Connection to the City sewer system
 - c) Drainage of the site including detention or retention details
 - d) Existing swales and drainage paths
- Existing easements on the property
- Site grading plan with 1 ft contours and spot elevation as required