



SITE 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 Planning Department reviews the application for accuracy and completeness.

PROPERTY OWNER/APPLICANT INFORMATION

Name _____ Phone _____

Address _____

PROPERTY DESCRIPTION

Property Location (address, intersection of cross street, general area) _____

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.

- Project name, scale (not to exceed 1" = 100'), north arrow.
- Date the site plan is prepared
- 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
- Zoning of each adjacent property
- 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
- Total landscaped area square footage (existing and proposed) where required
- All vehicle and pedestrian access points and paths
- 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
- 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
 - b) Connection to the City sewer system
 - c) The proposed method of drainage of the site
 - d) Location of existing canals and laterals
 - e) Detention of on-site drainage
- Existing easements on the property
- Site grading plan with 1 ft contours and spot elevation as required
- Colored rendition of elevation; materials list (samples preferred for meeting)
- Set Requirements:** Three full sized, seven 11"x17", one 8 ½" x 11",