



Concord Township,

Lake County, Ohio

7229 Ravenna Road
 Concord Township, OH 44077
 (440)354-7505 or 354-7506
 www.concordtwp.com

Site Plan Review Application

Application Number: _____

Prior to incurring any expense associated with preparing and submitting a detailed Site Plan Review application, the prospective applicant should meet for an informal review with the Zoning Inspector, or his/her designated representative.

The Zoning Inspector, within ten (10) days of receiving an application, will review it to determine the accuracy and compliance with the applicable regulations and submission requirements. If the application is deemed insufficient, the Zoning Inspector shall notify the applicant of necessary changes. When the application is deemed complete, the Zoning Inspector shall officially accept the application for consideration of the action(s) requested on the date such determination is made.

PROPERTY LOCATION	Address	Zip
	Parcel Number	Subdivision Lot #
	Use District	Lot Size

APPLICANT/OWNER	Applicant	
	Address	City Zip
	Phone	Email
	Property Owner(if different than applicant)	
	Address	City Zip
	Phone	Email

Project Description. Include proposed permitted use(s), proposed accessory use(s) and if the project will be completed in phases.

PROJECT DESCRIPTION	
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SUBMITTAL REQUIREMENTS	<p>One (1) completed original application form for site plan review, fees, electronic copy of plans, and the following arranged into fifteen (15) packets shall be filed with the Zoning Office. Incomplete applications will not be accepted.</p> <ol style="list-style-type: none"> 1. Letter of description and justification. Letter should include a description of the project including existing and proposed uses and buildings, detailing important items such as types of business, customer traffic, external effects and other pertinent information, and why the proposed site plan is in the public interest. 2. Legal Description 3. Letter of approved variance(s). (If applicable) 4. Site Plan of the entire property being considered in accordance with Section XXXVI of the Zoning Resolution. 5. Detailed Landscape Plan in accordance with Section XXXVIII of the Zoning Resolution. 6. Lighting Plan showing photometrics and fixture details 7. Building elevations, showing all sides, for each building(s) on the site 8. Written verification from the appropriate water company that sufficient water is available for the project. 9. Written verification from the Lake County Utility Department for sanitary sewer or Lake County General Health District or Ohio EPA for the approval of an on-site septic system. 10. Copy of any existing or proposed deed restrictions, protective covenants, easements, and other legal statements or devices to be used to control the use, development and maintenance of the land, and the improvements thereon. 11. Proposed timetable and schedule for development. If completed in phases, a phasing plan and timeline for implementation should be submitted. 12. Any other items to assist in a complete and proper review of the proposed site plan, including but not limited to a traffic impact study. <p><i>Applicants should refer to Section XXXVI of the Concord Township Zoning Resolution for more detailed information.</i></p>
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Design Review Application. Applications submitted for projects in the GB, Gateway Business District; GH, Gateway Health District; BX, Business Interchange District; THN, Town Hall Neighborhood District; THC, Town Hall Commons, or C, Capital District shall also complete a Design Review Application in adherence with the requirements set forth in Section XXXVII of the Concord Township Zoning Resolution.

Expiration of Approval. Upon conditional approval of a Site Plan Review application, the applicant has two (2) years to submit a final site plan that complies with the conditions placed upon it, or the conditional approval will expire. In addition, site plan approval expires after twelve (12) months from the date of approval. An application for a zoning permit must be filed prior to expiration.

I hereby certify all the above statements, submitted information, and attached drawings to be factual and representative of the existing and proposed conditions of the property relative to this application.

APPLICANT (PRINTED NAME) _____ DATE _____

APPLICANT (SIGNATURE) _____

OWNER (PRINTED NAME) _____ DATE _____

OWNER (SIGNATURE) _____

*****TO BE COMPLETED BY CONCORD TOWNSHIP ZONING DEPARTMENT*****

DATE APPLICATION FILED _____		FEE PAID _____		CASH OR CHECK NO. _____	
DATE APPLICATION ACCEPTED _____		AMENDED SITE PLAN REVIEW: YES NO			
MEETING DATE FOR SITE PLAN REVIEW _____			CONDITIONAL USE PERMIT # _____		
DATE DISTRIBUTED FOR REVIEW (TWP/COUNTY) _____			VARIANCE REQUESTED: YES NO APPEAL # _____		
DATE DISTRIBUTED TO ZONING COMMISSION _____			DESIGN REVIEW REQUIRED: YES NO		
ACTION:		APPROVED	CONDITIONALLY APPROVED	DENIED	
CONDITIONS:					
_____ ZONING COMMISSION, CHAIRPERSON			_____ DATE		
1. Final site plan received as approved by reviewing body (with conditions met).		YES NO			
2. Final landscape plan received as approved by reviewing body (with conditions met).		YES NO			
3. Final architectural drawings and elevations of proposed building(s) received.		YES NO			
CONCORD TOWNSHIP ZONING INSPECTOR _____				DATE _____	