



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	

SUBMITTAL REQUIREMENTS	<p>One (1) completed original application form for site plan review, fees, electronic copy of plans, and the following arranged into packets shall be filed with the Zoning Office. Incomplete applications will not be accepted. A total of 13 copies of plans are required. No sheet size shall exceed 42" in size. Eight (8) copies may be submitted as 11" x 17" if they are legible. The other five (5) sets shall be full size.</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. See the checklist on pages 3 and 4 of this application for specific items. 5. Detailed Landscape Plan in accordance with Section XXXVIII of the Zoning Resolution. See the checklist on page 4 of this application for specific items. 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>
------------------------	--

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) _____

THE FOLLOWING ITEMS SHALL BE ADDRESSED AS PART OF THE SITE PLAN REVIEW APPLICATION:

Site Plan with the following information. The plan must be prepared, signed and sealed by an Ohio licensed professional engineer, land surveyor or architect and shall include the following:

- _____ Proposed name of development, date, north arrow and plan scale.
- _____ Name, address, telephone number of the owner(s) or authorized agent developer, surveyor, engineer and other consultants.
- _____ Clearly identified boundary lines, corner pins and dimensions of the subject parcel, including land survey data and parcel numbers, right-of-way lines and right-of-way names.
- _____ Zoning and land use of subject site and adjacent parcels.
- _____ Location, size or width of all existing and proposed streets, private or public, including their names and rights of way and driveways, within and adjacent to the site.
- _____ A detailed Parking and Loading Plan showing layout, location and design of parking and loading areas for all proposed uses, including number of parking and loading spaces, traffic circulation, curb cuts, pedestrian walks, and lane improvements on existing public roads.
- _____ A conforming location for an identification sign on the lot (whether a sign is requested or not) shall be identified with the plan for front yard parking, screening wall, and landscaping to ensure that a suitable site is available for any potential sign without conflict with other approved site improvements.
- _____ Existing and proposed sanitary facilities within and adjacent to the site, indicating pipe size, grades, invert elevations and locations of manholes
- _____ Existing and proposed water facilities within and adjacent to the site, including line sizes and locations and hydrant locations.
- _____ Storm water management provisions in accordance with all regulatory agencies.
- _____ Location and elevations of existing hydrologic features, including natural or man-made surface drainage ways, flood plains and wetlands.
- _____ The location of all designated watercourses, and the limits, with dimensions, of the riparian setback as set forth in Section XVII of this Resolution.
- _____ The location and dimensions of any existing and proposed buildings, structures, or uses in relationship to all designated watercourses.
- _____ Wooded areas, soils of local importance, and known and/or suspected cemeteries, historical or archeological sites.
- _____ Widths, locations, uses and grantees of all existing and proposed easements and utility lines. Location of all other utilities including but not limited to natural gas, cable TV, electric and telephone.
- _____ Location and size of existing and proposed freestanding identification, advertising and traffic control devices.
- _____ Location of all existing and proposed structures, building heights and dimensions, uses, gross floor area, location of entrances, and loading points on and within 100' of the site.
- _____ Dimensions of all building setbacks and building spacing.
- _____ Location of mechanical equipment, trash enclosures, backflow devices, and services areas.
- _____ Existing and proposed topographic contours at one foot intervals within 100 ft. of the proposed site.
- _____ The following data block must also be included on the site plan:
 - _____ Land area within property lines (acres, square feet)
 - _____ Gross floor area (square feet)

- _____ Proposed streets
- _____ Number of buildings
- _____ Number of stories
- _____ Maximum height of buildings
- _____ Impervious surface area (% square feet)
- _____ Present zoning
- _____ Proposed uses
- _____ Building setbacks (front, side and rear)
- _____ Building spacing
- _____ Permitted maximum sign area (square feet)
- _____ Proposed sign area
- _____ Parking area (square feet)
- _____ Parking spaces required
- _____ Parking spaces provided
- _____ Handicap parking required
- _____ Handicap parking provided
- _____ Interior parking lot landscaping required
- _____ Interior parking lot landscaping provided
- _____ Loading spaces required
- _____ Loading spaces provided

(Show parking calculations below the data block)

A Landscape Plan identifying the following and in accordance with Section XXXVIII, Landscaping & Screening Requirements, of the Zoning Resolution:

- _____ Outline of all buildings, light poles, fire hydrants, and impervious surface areas.
- _____ Location of all existing and proposed landscaping, fences and walls, and other screening features with cross-sections.
- _____ Species, size and condition of all new trees, shrubs, plants, sod and ground cover.
- _____ Area calculations for all areas used towards landscaping and buffer areas.
- _____ Legend showing all plant materials, species and common names, sizes, and symbol used on plan, including exact area of coverage.
- _____ Contour lines at one foot intervals, indicating the location of berms, mounds, detention/retention areas and swales.
- _____ Phasing lines, if the landscaping is to be installed in more than one season.
- _____ Irrigation system plans (if applicable).

*****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	
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 _____	