

SITE PLAN & DESIGN REVIEW GUIDE

Concord Township

Lake County, Ohio

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www.concordtp.com

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When is Site Plan and Design Review required?

Site Plan Review is required for the following:

- Any use or development involving the new construction, reconstruction or expansion of structures in the B-1, B-2, BX, GB, GH, THC, RD-2, M, S, R-3, or C Use Districts; or
- New construction, reconstruction or expansion of non-residential uses in the Residential Use Districts;
- Any existing or previously approved development that proposes to modify a use or site, including expanding the floor area of the permitted use, increasing the number of dwelling units in a multi-family development, or changing the use which requires an increase in the amount of parking or a change in the site's circulation.

Design Review is required for the following:

- All site plans submitted for the GB, Gateway Business District; GH, Gateway Health District; BX, Business Interchange District; THC, Town Hall Commons, and C, Capital District are subject to design review.
- Design standards will be reviewed by the Zoning Commission during the Site Plan Review process.

An informal staff review of a project is not required but is recommended. The submission of two (2) sets of plans, and one digital file to the Zoning Department are necessary for this review; there is no fee or deadline for submission. The informal review provides the applicant with any comments or concerns regarding the proposed plan. A meeting with staff will be scheduled to review the concept plans; and at the discretion of the Zoning Inspector, proposed projects may be subject to informal review at a Zoning Commission meeting.

Submission Requirements

The checklist provided on the following pages outlines the necessary items to be included in a site plan review submission.

A total of 15 copies of the plans are required; 10 copies shall be 11" by 17" while the other five (5) sets are required to be full size. One digital file is also required.

Site plans shall be prepared by an Ohio licensed professional engineer, land surveyor or architect.

Zoning Commission meetings are held every first Tuesday of the month. The application form and schedule of submission deadlines and meeting dates are available through the Zoning Department and online at www.concordtwp.com.

Incomplete applications or those not accompanied by the appropriate fee will not be placed on the Zoning Commission agenda.

- A. Letter of description and justification.
- B. Legal Description
- C. Letter of approved variances. Variances must be granted prior to the application for site plan approval.
- D. Written verification from appropriate agency that sufficient water and sanitary sewer capacity exists to accommodate the proposed development.
- E. 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.
- F. Proposed timetable and schedule for development of the site.
- G. Building elevations, showing all sides, for each building(s) on the site, which accurately reflects the conditions as they will appear upon completion of the development.
- H. Lighting plan showing photometrics and fixture details.
- I. Any other items required by the Zoning Inspector, including but not limited to a traffic impact study.

SITE PLAN – Show the following: (See Section XXXVI of the Zoning Resolution)

- _____ 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

_____ A data block containing the specific list of information found in Section 36.04(D)(21) of the Zoning Resolution

LANDSCAPE & SCREENING PLANS – Show the following: (See Section XXXVIII of the Zoning Resolution)

_____ Outline of all buildings 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 symbols used on the 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)

DESIGN REVIEW (See Section XXXVII of the Zoning Resolution)

- Architectural elevations for all sides of the primary structure, accessory structures and associated facilities are required to be submitted with the application. This includes but is not limited to any proposed or existing buildings, signs, trash enclosures, fences, and lighting.
- For projects proposed in the THN District, the basic building elements shall be consistent and compatible with Western Reserve architecture, as described in the *Quick Guide to Greek Revival (basics of the Western Reserve style)* available in the Concord Township Zoning Office.

Review Procedures

1. The application is submitted to the Zoning Department
2. Planning & Zoning Review for Completeness (Up to 10 days after application received.)
3. Zoning staff distributes the application and plans for review
 - a. Regulatory agencies that have statutory authority to subsequently review and approve any aspect of the development including but not limited to Lake County Stormwater Department, Lake County Engineer Department, Lake County Soil and Water Conservation District, Concord Township Fire Department, and Lake County Building Department.
 - b. Other agencies which, at the discretion of the Township, may have appropriate technical advice.
 - c. Appropriate professional consultants retained by the Township.
4. Zoning staff receives the review comments and prepares a staff report which is sent the Zoning Commission (One (1) week prior to meeting date)
5. Zoning Commission Meeting for Application
6. If a conditional use permit or variance application is submitted, they will be placed on the next available Board of Zoning Appeals meeting agenda. Variances must be granted prior to the application for site plan approval. The meeting dates and submission deadline schedule may be found on the township website at <https://concordtpw.com/departments/zoning/board-zoning-appeals/>

Approval Process

All site plans are reviewed and approved by the Zoning Commission, unless it is determined by the Zoning Inspector that only an administrative review is necessary.

The Zoning Commission will consider site plan review applications at their regularly scheduled meetings. The applicant and/or their representative must be at the meeting, and will have the opportunity to provide a presentation about the project and answer any questions the board may have. The Zoning Commission may approve the site plan, approve the plan with specific conditions, “table” the plan if they have additional questions, or deny the application. The Zoning Commission shall act within 60 days from the date the application was determined to be complete.

Upon conditional approval of the site plan, the applicant shall prepare and submit to the Zoning Inspector, one (1) full sized copy of the final site plans, landscape, final building plans and all other accessory uses for the project. The final plans shall include any modifications and conditions required by the Zoning Commission during the site plan approval process. Electronic copies of the same shall be submitted as well.

Upon the Zoning Inspector’s review of the final site plans, the Zoning Inspector shall issue the Zoning Permit(s) for the proposed use. The zoning permit will not be issued until the Zoning Inspector determines that all the conditions placed on the site plan approval by the Zoning Commission have been met and the zoning permit fee has been paid.

It is the applicant’s responsibility to submit final plans directly to all other required review agencies for final approval prior to the Lake County Building Department issuing the building permit.

An approved final site plan shall remain valid for a period of two (2) years. If, at the end of that time, construction of the development has not commenced, then approval of the site plan shall expire and be of no effect unless resubmitted and re-approved.

The zoning board meeting dates and submission deadline schedule may be found on the township website at <https://concordtwp.com/departments/zoning/zoning-commission/>

The procedures and requirements for site plan review and design review are found in Sections XXXVI and XXXVII of the Concord Township Zoning Resolution.

Important Phone Numbers

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| Concord Township Zoning | 440-354-7506 |
| Concord Township Fire Prevention | 440-350-1856 |
| Lake County Building Department | 440-350-2636 |
| Lake County Engineer | 440-350-2770 |
| Lake County Stormwater Management Department | 440-350-5900 |
| Lake County Soil and Water Conservation District | 440-350-2730 |
| Lake County Department of Utilities | 440-350-2652 |
| Lake County General Health District | 440-350-2543 |
| Painesville City Water Department | 440-392-9024 |
| Aqua Ohio | 440-255-3984 |