



Application for Site Plan Review

Concord Township Zoning Office
7229 Ravenna Road
Concord OH 44077

440-354-7510 x105 or x106
 Mon., Wed., Thur., Fri., 8:00am-3:00pm Tues. 8:00am-5:30pm

STAFF USE ONLY
SPR#: _____

Please read thoroughly before completing and submitting the application for Township review. Once the application is completed, please sign in the appropriate space provided on Page 1. Please print all responses clearly. The Site Plan Review submission requirements, review criteria and procedures can be found in Section XXXVI of the Concord Township Zoning Resolution.

APPLICANT (if not the owner, authorization required)	Name: _____		Company: _____	
	Address: _____			
	City: _____		State: _____	Zip: _____
	Phone – Home: _____		Work: _____	Fax: _____
	Cell: _____		E-mail: _____	
OWNER (if different than applicant)	Name: _____		Company: _____	
	Address: _____		Phone: _____	
PROJECT	Name of Project: _____			
	Permanent Parcel No.: _____			
	Location Address: _____			
	Proposed Permitted Use(s): _____			
	Proposed Accessory Use(s): _____			
	Will project be completed in phases?		Yes	No
ZONING CLASSIFICATION	Existing Zoning (more than one, list all): _____			

Applicant Signature: _____ **Date Rec'd:** _____

Site Plan Review Fee Pd: \$ _____ Check No. _____ Cash: _____

Staff Use Only				
Date Application Accepted by Zoning Inspector:		Conditional Use Permit #:		
Meeting Date for Site Plan Review:		Variance Requested:	Yes	No
Date Distributed for Review (Twp/County):		Appeal #:		
Date Distributed to ZC / BZA:		Design Review:	Yes	No
Action	Date	Comments / Conditions		
Approved:				
Conditionally Approved:				
Denied:				
<p>Action Taken by: _____, <i>Chairperson</i> _____ <i>Date:</i> _____</p> <p style="text-align: center;"><i>Zoning Commission</i> <i>Board of Zoning Appeals</i></p>				
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	
Zoning Permit Fee Paid: \$ _____		Check No. _____	Cash _____	Date: _____
Gross Total (new construction): _____		sq.ft. _____		
Estimated Value \$ _____		_____		
		<i>Zoning Inspector</i>		<i>Date</i>
This document, when approved by the Zoning Inspector, becomes the Zoning Permit. Site Plan Approval Expires twelve (12) months from the date of issuance (See Section 36.06 of Zoning Resolution).				

APPLICATION FOR SITE PLAN REVIEW (Cont'd)

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Please refer to the district regulations for the minimum requirements.
For additional buildings, please photocopy this sheet prior to completion.

Lot Requirements:

Lot Area	acres	sq. ft.		
Lot Frontage/ Lot Width	Frontage: ft.	Width: ft.		
Impervious Surface Area (coverage %)	%			

Building Requirements:

Square Footage of New Construction (usable floor area):							
1 st Floor sq. ft.:		2 nd Floor sq. ft.:		3 rd Floor sq. ft.:		Total:	
Existing square footage (if applicable):				Grand Total (New & Existing):			
				sq. ft.			
Bldg. 1				Bldg. 2		Access. Bldg. greater than 1,500 sq. ft.	
Proposed Front Building Setback Line							
From the R-O-W sideline upon which it fronts		ft.		ft.		ft.	
From the side street R-O-W for corner lots		ft.		ft.		ft.	
Proposed Side Yard Clearance (each side)							
Abutting Residential District	Left ft.	Right ft.		Left ft.	Right ft.	Left ft.	Right ft.
Abutting Non-Residential District	Left ft.	Right ft.		Left ft.	Right ft.	Left ft.	Right ft.
Proposed Rear Yard Clearance							
Abutting Residential District		ft.			ft.		ft.
Abutting Non-Residential District		ft.			ft.		ft.
Proposed Building Separation		ft.			ft.		ft.
Proposed Height		ft.			ft.		ft.

Parking Requirements:

Off-Street Parking Area	sq. ft.	%		
# of Parking Spaces	Existing Spaces:	Required (new):	Proposed:	Total (new + existing):
Parking Space Dimensions:	Width:	Length:		
Interior Parking Lot Landscaping	sq. ft.	%		
Access Drive	Width: ft.	Aisle Width: ft.		
Proposed Distance To R-O-W- Sideline	Front: ft.	Left Side: ft.	Right Side: ft.	Rear: ft.

Accessory Use Requirements:

1. Do proposed trash receptacles and collection areas comply with the applicable requirements set forth in the district regulations?	Yes	No
2. Do proposed delivery and loading areas comply with the applicable requirements set forth in the district regulations?	Yes	No
3. Does proposed exterior lighting of building and parking areas comply with the applicable requirements set forth in the district regulations?	Yes	No

Please Note Any Variances Requested for the Above Requirements:

1.
2.
3.

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Site Plan Review Checklist

As part of the Application for Site Plan Review, fifteen (15) copies of the following must be submitted to the Zoning Inspector (please check all items that are included with the plan submittal).

- A letter with a detailed description of the proposed project.
- Any letters of approved variances, if applicable.
- A Site Plan that includes:
 - Title, date, north arrow, and scale
 - Name, address, telephone, fax number of applicant
 - Boundary lines, corner pins, parcel dimensions, land survey data, parcel numbers, right-of-way lines and right-of-way names
 - Zoning and land use of subject site and adjacent parcels
 - Location and width of all existing and proposed roadways, driveways, curb cuts, parking areas, pedestrian pathways, road right-of-ways, any public transit stops, and identification of parking spaces, including spaces for disabled drivers
 - Traffic flow patterns, including ingress/egress and internal circulation routes
 - Identification of existing and proposed sanitary facilities
 - Identification of existing and proposed water facilities
 - Stormwater management provisions in accordance with regulatory agencies
 - Location and elevation of existing hydrologic features, including surface drainage ways, flood plains and wetlands
 - Identify wooded areas and soils of local importance
 - Location of known or suspected cemeteries and historical or archeological sites
 - Identification of existing and proposed easements and utility lines, including, but not limited to, gas, cable, electric and telephone
 - Location of all existing and proposed structures, identifying building heights and dimensions, proposed uses, gross floor area, location of entrances, and loading points within 100' of site
 - Architectural renderings and elevation drawings of primary buildings on the site, which accurately reflects the conditions as they will appear upon completion of the development
 - Dimensions of all building setbacks and building spacing
 - Location and size of all existing and proposed freestanding identification, advertising and traffic control devices
 - Location of mechanical equipment, trash enclosures, backflow devices and service areas
 - Existing and proposed topographic contours at one foot intervals within 100' of proposed site
 - Vicinity map
 - A data block containing the specific list of information found in Section 36.05 C 19 of the Zoning Resolution
 - Written verification from appropriate agencies that sufficient water and sanitary sewer capacity exists or will be installed
 - Deed restrictions, protective covenants, or any legal statements regarding the land
 - Proposed timetable for the development of the site
 - Any other items required by the Township to assist in the review of the site plan

Landscaping & Screening Requirements

1. A Landscaping Plan shall be provided identifying the following items and information, in compliance with the landscaping and screening requirements set forth in Section XXXVIII of the Zoning Resolution (please check all items included on the plan).
 - 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)

APPLICATION FOR SITE PLAN REVIEW (Cont'd)

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- | | | | |
|-----|--|-----|----|
| 2. | Does the landscaping plan meet the general requirements set forth in Section 38.03? | Yes | No |
| | <i>Remarks:</i> | | |
| 3. | Does the landscaping plan comply with the building landscaping and yard requirements set forth in Section 38.04? | Yes | No |
| | <i>Remarks:</i> | | |
| 4. | Does the landscaping plan comply with the interior parking lot guidelines for minimum landscaping, width of landscaped islands, shade tree requirements, and height requirements set forth in Section 38.05? | Yes | No |
| | <i>Remarks:</i> | | |
| 5. | Does the landscaping plan comply with the landscaping requirements along the street frontage set forth in Section 38.06? | Yes | No |
| | <i>Remarks:</i> | | |
| 6. | Does the landscaping plan comply with the perimeter parking lot guidelines set forth in Section 38.07? | Yes | No |
| | <i>Remarks:</i> | | |
| 7. | Does the landscaping plan comply with the screening requirements for service structures and yards set forth in Section 38.08? | Yes | No |
| | <i>Remarks:</i> | | |
| 8. | Does the landscaping plan comply with the minimum buffer area requirements for properties adjacent to residential districts set forth in Section 38.09 for the B-1, GB, BX and RD-2 Districts and in the corresponding district section for all other districts subject to these requirements? | Yes | No |
| | <i>Remarks:</i> | | |
| 9. | Does any fence or wall proposed comply with the requirements set forth in Section 38.10, and is it illustrated on the landscaping plan? | Yes | No |
| | <i>Remarks:</i> | | |
| 10. | Does the landscaping plan comply with the landscaping material standards set forth in Section 38.11? | Yes | No |
| | <i>Remarks:</i> | | |

STAFF USE ONLY SPR# _____

Design Requirements for GB and BX Districts

All site plans submitted for the GB, Gateway Business District and BX, Business Interchange District shall meet the requirements set forth in Section XXXVII of the Zoning Resolution. Architectural elevations for all sides of the primary structure, accessory structures and associated facilities are required.

1. Does the proposed building(s) comply with the general requirements of the Building Design Elements set forth in Section 37.05 A?	Yes	No
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Remarks:

2. Does the proposed building(s) comply with the architectural features set forth in Section 37.05 B?	Yes	No
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Remarks:

3. Does the proposed building(s) comply with the minimum wall articulation and façade base treatment requirements set forth in Section 37.05 C?	Yes	No
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Remarks:

4. Does the proposed building(s) comply with the building design requirements for side, rear and long walls set forth in Section 37.05 D & E?	Yes	No
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Remarks:

5. Does the primary entrance of the proposed building(s) comply with the minimum requirements set forth in Section 37.05 F?	Yes	No
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Remarks:

6. Does the proposed building(s) comply with the roof requirements set forth in Section 37.05 G?	Yes	No
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Remarks:

7. Does the proposed building(s) comply with the minimum height requirements set forth in Section 37.05 H?	Yes	No
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Remarks:

8. Does the proposed building(s) comply with the building color requirements set forth in Section 37.05 I?	Yes	No
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Remarks:

9. Does the exterior lighting of building and parking areas comply with the requirements set forth in Section 37.05 K?	Yes	No
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Remarks: