



Planning Commission Hearing Request: Site Plan Review

Planning & Zoning Department
100 Dayton St, 2nd Floor
Yellow Springs, OH 45387
(937) 767-1702

[FOR OFFICE USE ONLY]

Case #: _____

Hearing Date: _____

Applicant Information

Property Address:					
Property Owner:		Phone:		Email:	
Applicant Name:		Phone:		Email:	
Mailing Address:					

Project Information

Current Use: _____

Proposed Project/Use: _____

Is there existing or plans to add off-street parking accommodation? _____

Do you plan to install a sign(s)? _____

Site Plan Attached (Required): ☐ Stormwater Mitigation Plan Attached: ☐

SEE REVERSE SIDE FOR SITE PLAN CHECK LIST

I understand that approval of this application does not constitute approval for any administrative review, conditional use permit, variance, or exception from any other Village regulations which are not specifically the subject of this application. I understand that I remain responsible for satisfying requirements of any private restrictions of covenants appurtenant to the property.

I, the undersigned do hereby certify that I am the applicant, and the information and statements given on this application, drawings, and specifications are to the best of my/our knowledge, true and correct. I understand that the Village is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of this Zoning permit as determined by the Village. I further certify that I am the Owner, or the lessee, or agent, fully authorized by the owner to make this submission. I certify that statements made to me about the time required to process this application are general estimations and not binding. Further, I understand that it may be necessary for the Village to request additional information and clarification after I have submitted this application and accompanying documentation.

I hereby certify, under penalty of perjury, that all the information provided on this application is true and correct.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY		
Fee: \$ _____	Payment Type: ☐ Check ☐ Cash ☐ Card	Approved ☐ Denied ☐
Level: A ☐ B ☐	Zoning District:	Permit Number:
Total \$	Zoning Official Name and Title	Date



Site Plan - Level B

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Site Plan Check List

Please ensure that the site plan you attach includes the following:

1268.05 SITE PLAN REQUIREMENTS.

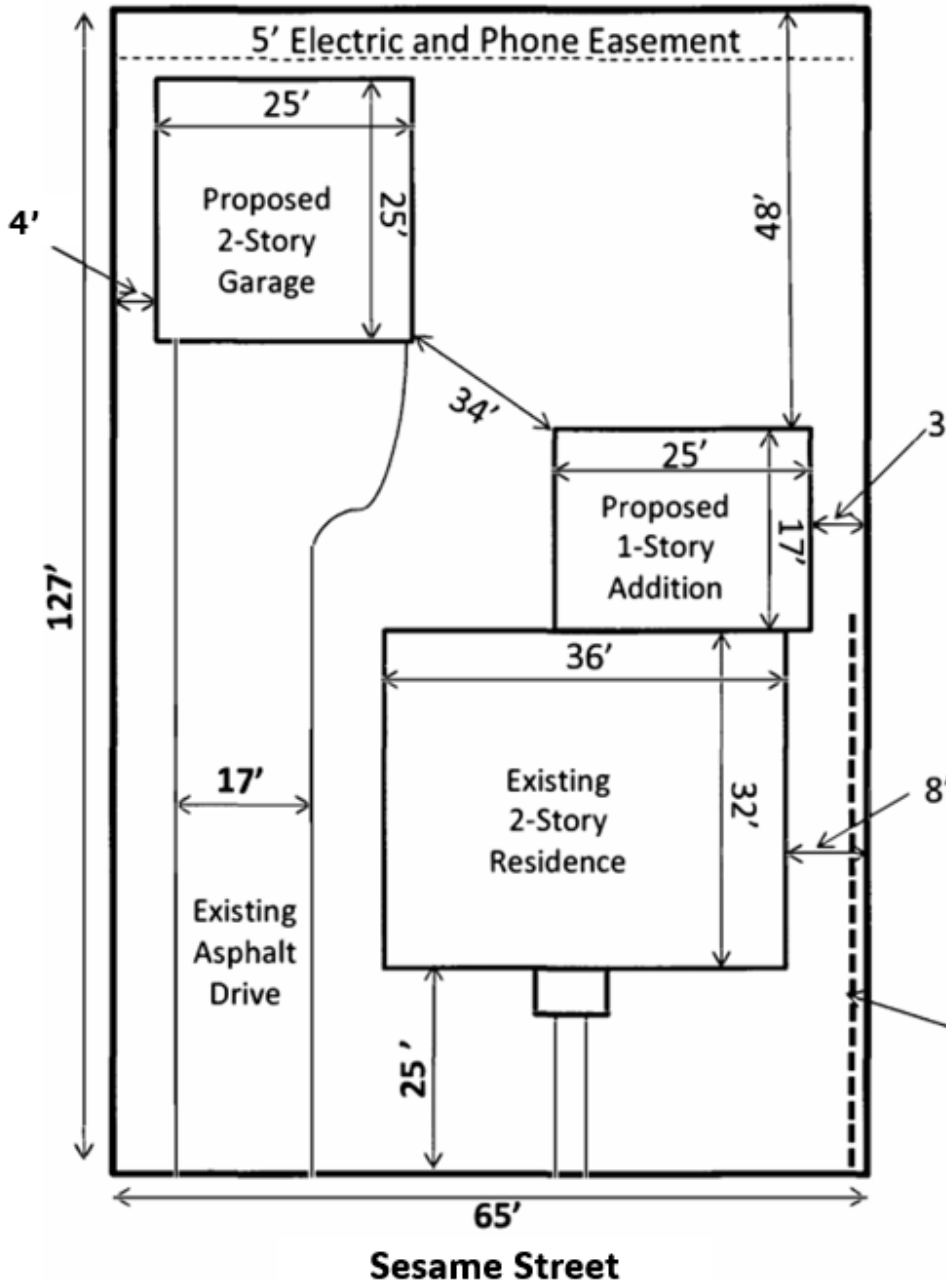
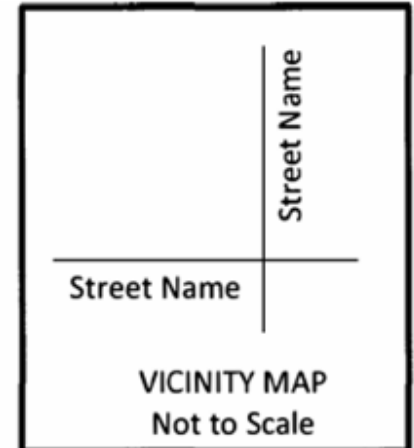
(a) Required Content. Each site plan submitted shall contain the following information, as applicable:

Table 1268.05 Required Site Plan Content		
Required Information	Level A	Level B
General Information		
Date, north arrow, and scale	X	X
Name and firm address of the professional individual responsible for preparing site plan	X	X
Name and address of the property owner or petitioner	X	X
Location sketch	X	X
Legal description of the subject property	X	X
Size of subject property in acres or square feet	X	X
Boundary survey	X	X
Preparer's professional seal		X
Existing Conditions		
Existing zoning classification of subject property	X	X
Property lines and required setbacks (dimensioned)	X	X
Location, width and purpose of all existing easements	X	X
Location and dimension of all existing structures on the subject property	X	X
Location of all existing driveways, parking areas and total number of existing parking spaces on subject property	X	X
Abutting street right-of-way width	X	X
Location of all existing structures, driveways, and parking areas within 300 feet of the subject property's boundary		X
Existing water bodies (rivers, creeks, wetlands, etc.)	X	X
Existing landscaping and vegetation on the subject property		X
Size and location of existing utilities	X	X
Location of all existing surface water drainage facilities	X	X
Proposed Development		
Location and dimensions of all proposed buildings	X	X

Location of all proposed drives (including dimensions and radii), acceleration/deceleration lanes, sidewalks, walls, fences, signs, exterior lighting, curbing, parking areas (including dimensions of a typical parking space and the total number of spaces to be provided), and loading and unloading areas	X	X
Type and location of exterior mechanical equipment and published operating noise level of the equipment.	X	X
Setbacks for all buildings and structures	X	X
Recreation areas, common use areas, dedicated open space and areas to be conveyed for public use		X
Flood plain areas and basement and finished floor elevations of all buildings		X
Landscape plan (showing location of proposed materials, size and type)		X
Layout and typical dimensions of proposed parcels and lots		X
Number of proposed dwelling units (by type), including typical floor plans for each type of unit		X
Number and location (by code, if necessary) of efficiency and one, two and three or more bedroom units		X
All deed restrictions or covenants		X
Brief narrative description of the project including proposed use, existing floor area (square feet), size of proposed expansion (square feet), and any change in the number of parking spaces	X	X
Engineering		
Proposed method of handling sanitary sewage and providing potable water	X	X
Location and size of proposed utilities, including connections to public sewer and water supply systems	X	X
Location and spacing of fire hydrants and Fire Department connections		X
Location and type of all proposed surface water drainage facilities	X	X
Grading plan at no more than two-foot contour intervals		X
Proposed streets (including pavement width, materials, and easement or right-of-way dimensions)		X
Building Details		
Typical elevation views of all sides of each building type		X
Gross and net floor area	X	X
Elevation views of building additions	X	X
Building height	X	X
Additional Information		
Any other information required by the Zoning Administrator or Planning Commission and/or Board of Zoning Appeals to demonstrate compliance with other applicable provisions of this zoning code	X	X

(b) Information Waiver. Specific requirements of either a Level A or B site plan may be waived by the respective reviewer (Zoning Administrator or Planning Commission) where it is determined that such information is not applicable to the subject request.

FULL SITE ADDRESS	Parcel ID
Scale: e.g. 1' = 10'	
R-B Residential District	



Site Plan should contain the following minimum information to be reviewed for zoning compliance:

- Address
- Parcel ID
- Zoning District
- Drawn to Scale
- Property Dimensions
- Vicinity Map
- North Arrow
- Street Name abutting site
- Utility Easements
- Existing Structures with Dimensions
- Proposed Structures with Dimensions
- Structures Distance from Property Lines

SAMPLE SITE PLAN DOCUMENT