

CHAPTER 1115
Submission Requirements

1115.01	Intent.	1115.10	General Development Plan Submission Requirements.
1115.02	Number of Copies of Documents to be Submitted.	1115.11	Final & Minor Development Plan Submission Requirements.
1115.03	Waiver of Submittal Requirements.	1115.12	Conditional Use Submission Requirements.
1115.04	Contents of Concept Plan Documents.	1115.13	Submission Requirements for Variance Requests
1115.05	Contents of Preliminary Plan Documents.	1115.14	Submission Requirements for a Zoning Amendment
1115.06	Contents of Final Plat Documents.	1115.15	Submission Requirements for a Traffic Impact Study.
1115.07	Contents of Engineering Plans/ Construction Drawings		
1115.08	Contents of Minor Subdivision Documents.		
1115.09	Submission Requirements for Single-Family Dwelling Zoning Certificate.		

1115.01 INTENT.

The intent of this Chapter is to provide guidance on the type of documents and information to be submitted to the City of Wooster in order to receive approval for subdivision and development proposals as well as a conditional use, variance, zoning amendment, and appeals requests.

1115.02 NUMBER OF COPIES OF DOCUMENTS TO BE SUBMITTED.

With respect to all plans, plats and other documents required in these Submission Requirements set forth in Sections **1115.04** through **1115.15**, the applicant shall submit the number of copies as determined by the Zoning Administrator.

1115.03 WAIVER OF SUBMITTAL REQUIREMENTS

The Zoning Administrator may waive any of the submittal requirements in this Chapter if, in his or her opinion, and based on recognized planning or engineering principles and in an effort to achieve the goals of this Chapter, they are unnecessary to determine compliance with appropriate codes and ordinances. Such waiver shall not be construed to authorize the reduction or waiver of any standard, regulation, or required improvement.

1115.04 CONTENTS OF CONCEPT PLAN DOCUMENTS.

It is the intent of these regulations that the concept plan shall generally indicate overall design of the proposed subdivision. Information submitted should be comprehensive enough to enable the Planning Commission to understand the existing site and concept for the proposed subdivision. The information submitted shall include the following:

- (a) Completed Application Form along with the application fee.

- (b) Vicinity Map indicating the location of the site in the city and the general location of adjacent principal thoroughfares and existing community facilities, shopping centers, manufacturing establishments, and residential developments, if applicable.
- (c) Map of Existing Conditions and features drawn to scale, with accurate boundaries of the entire project and a north point, including the property proposed for development and 100 feet of the property immediately adjacent or any adjacent right of way indicating:
 - (1) Existing public improvements, permanent facilities, easements, and property boundaries;
 - (2) General indication of existing structures on the site and abutting properties;
 - (3) Physical features and natural conditions of the site including the location of substantial tree masses and wetlands;
 - (4) General topography; as shown on aerial topography or other similar source;
 - (5) Existing zoning district boundaries and jurisdictional boundaries;
 - (6) Areas subject to flooding; and,
 - (7) Existing public and private utility systems.
- (d) The Concept Plan Map, drawn to scale with accurate boundaries of the entire project, a title, and a north arrow, including the property proposed for development and 100 feet of the property immediately adjacent or any adjacent right of way and should include:
 - (1) The name, address, and phone number of the property owner, developer, and the Ohio licensed/registered professional preparing the concept plan;
 - (2) Depiction of use areas, including open space areas, indicating the approximate acreage by land use;
 - (3) The location of any lands to be dedicated to any public agency;
 - (4) The general vehicular circulation pattern on the site;
 - (5) The tentative lot arrangement; and,
 - (6) The relationship of the proposed project to the surrounding area.

1115.05 CONTENTS OF PRELIMINARY PLAN DOCUMENTS.

The preliminary plan shall be prepared in accordance with the requirements set forth below and shall be submitted to the Zoning Administrator. Where the preliminary plan covers only part of the subdivider's entire holding, a concept plan of the entire holding shall be submitted in order to consider the proposed subdivision's connections with the road system of the part not submitted.

- (a) Completed Application Form along with the application fee.

- (b) Form. The preliminary plan shall be drawn at a scale of not less 1"=100' and shall be on one or more sheets, with dimensions which are multiples of six (6) inches in either direction.
- (c) Identification. Each map and accompanying data shall contain the proposed name of the subdivision. The name shall not approximate, phonetically or otherwise, the name of any other subdivision in the City or in Wayne County. Each map shall include a north point, scale, and date. All documentation shall contain the names and addresses of owner, developer, and the engineer or other licensed/registered professional who prepared the documentation, and the preparation date and any dates of revision thereto.
- (d) Contents. The information required for the preliminary plan and accompanying information shall include:
 - (1) Vicinity Map. A vicinity map at a scale of not less than 1"=1000' showing the relationship of the subdivision to its surroundings within one-half (1/2) mile.
 - (2) Existing Conditions. A map(s) indicating the following existing conditions.
 - A. Boundaries (indicated by a heavy, solid line), dimensions and acreage of the tract to be subdivided.
 - B. Identification of adjacent subdivisions and adjacent parcels within 200 feet of the proposed subdivision with boundary lines shown by dashed lines and including the names of adjacent subdivisions and owners of the adjacent parcels.
 - C. Zoning classification of the proposed subdivision and adjoining properties and a description of proposed zoning changes if any.
 - D. The existing use(s) on the subject property and adjacent land.
 - E. Location, widths, types, and names of all existing parks and other public open spaces, permanent buildings, structures, parking areas, section, and corporation lines, on and within 200 feet of the tract.
 - F. The locations, widths, and names of existing streets, railroad rights-of-ways, easements, sidewalks, legally established centerlines, and any other public right-of-way.
 - G. Existing sanitary and storm sewers, water mains, culverts, gas lines, fire hydrants, electric and telephone poles, street lights, cable televisions lines or other underground items within the tract or immediately adjacent thereto, with pipe sizes, grades, elevations, and locations indicated. If water mains and sewers are not on or adjacent to the tract, the direction, distance and size of those nearest shall be indicated.

- H. Contours at two-foot intervals of the tract and adjacent properties within 200 feet of the tract.
 - I. Streams, drainage ditches, ponds, swamps, marshes, wetlands and other boundaries of flood plains, the tree line of wooded areas, rock outcroppings and other significant features.
- (3) Proposed Conditions. A map(s) illustrating the following details pertaining to the proposed subdivision.
- A. Boundaries (indicated by a heavy, solid line), dimensions and acreage of the proposed subdivision.
 - B. Layout, numbers, and approximate dimension of lots.
 - C. Building setback lines along all streets, with dimensions noted.
 - D. A statement of the proposed use(s) of lots, giving the type and number of dwelling units and the type of business or industry.
 - E. Preliminary layout and cross section of streets, including names and right-of-way widths of existing and proposed streets, and widths of any alleys, sidewalks, crosswalks, the location, width and purpose of any easements.
 - F. Location and size of proposed utility mains, showing their connections with the existing systems.
 - G. Parcels of land intended to be dedicated and/or temporarily reserved for public use, the acreage of each parcel, and the conditions of such dedication or reservation.
 - H. A preliminary stormwater plan and calculations to demonstrate compliance with the City's current regulations.
 - I. Preliminary Grading Plan.
 - J. General phasing of the development, indicating construction and development of any common open space and recreation facilities. The preliminary plan shall include the proposed general layout for the entire area. The part that is to be subdivided first shall be clearly superimposed upon the overall plan in order to illustrate clearly the method of development that the subdivider intends to follow. Each subsequent preliminary plan shall follow the same procedure until the entire area controlled by the subdivider is subdivided.
 - K. For multi-family; cluster; and nonresidential uses, the location, dimensions and approximate grade of the proposed parking and loading areas, alleys, sidewalks, and points of vehicular ingress to and egress from the development and the tentative lot arrangement.

- (4) General Information. The following additional information shall be provided.
- A. Legal description, tract designation and other description according to the real estate records of the tax-map office.
 - B. Highways or other major improvements planned by public authorities for future construction on or near the tract.
 - C. A general description of any proposed covenants and restrictions.
 - D. Any state or federal wetland development permits that have been obtained authorizing development of wetlands on the site.
 - E. A traffic study, if applicable per Section 1181.07 (c), which includes all of the elements required by Section 1115.15, Submission Requirements for a Traffic Impact Study.

1115.06 CONTENTS OF FINAL PLAT DOCUMENTS.

The final plat shall be prepared in accordance with the requirements set forth below and shall be submitted to the Zoning Administrator:

- (a) Completed Application Form along with the application fee. For Planned Developments, the applicant shall also submit a final development plan for simultaneous review per Section 1145.02 (e).
- (b) Table of Contents. Table of contents or other index indicating where each submission requirement is located within the application package (page number of narrative or drawing).
- (c) Final Plat, drawn at a scale of 50 feet or less to the inch from an accurate survey and on one or more sheets. A licensed surveyor shall prepare the final plat. The final plat shall include:
 - (1) Title and description of property subdivided, showing its location and extent, point of compass, scale of plan, and name of subdivider and certificate of an Ohio registered/licensed land surveyor that the plan represents a survey made by him/her and that the results of the survey are correctly shown thereon and that the monuments shown actually exist.
 - (2) The boundaries of the property with accurate distances and bearings and the lines and extent of all proposed streets with their width and names and any other areas intended to be dedicated to public use.
 - (3) The lines of adjoining streets and alleys, with their widths and names.
 - (4) All lot lines and easements with their dimensions.

- (5) Indication of the boundaries of the original parcel(s) and all lots subdivided from the original tract within the last 10 years.
- (6) All linear and angular dimensions necessary for locating boundaries of the subdivided area, including lots, streets, alleys, easements, building line setbacks, open space, and any other similar public or private areas. The linear dimensions shall be expressed in feet and decimals of a foot.
- (7) Radii, arcs, points of tangency, central angles for all curvilinear streets, and radii for all rounded corners.
- (8) Lot lines, lot numbering, and lot acreage for all parcels to be created.
- (9) The accurate outline and acreage of any property that is offered for dedication for public use.
- (10) A tabulation showing the amount of right-of-way to be dedicated.
- (11) The statements whereby the subdivider certifies the accuracy of the subdivision, that he/she causes the land to be platted and that he/she dedicates to public use the streets, parks and other land indicated on the plat as intended for public use, with appropriate space for signature of the subdivider and notary.
- (12) Space for approval by the Wayne County Department of Health, if applicable.
- (13) Space reserved for any “Notifications For Future Property Owners”, as determined by the City during the final plat approval process.
- (d) Topographic Maps showing existing and proposed grading contours, water courses, wetlands and flood plains;
- (e) Final landscaping and screening plans, if applicable;
- (f) Engineering Plans/Construction Plans for all public improvements, site grading, and required development practices specified in Section 1115.07 below. These plans should be submitted to the City Engineer.
- (g) Ownership. The ownership interests of the subject property, including liens and easements, and the nature of the developer’s interest if not the owner.
- (h) Certification Block for the City Engineer and the Zoning Administrator. Certification block for the City Engineer and the Zoning Administrator as required by Section 1109.07 (c), if applicable.
- (i) Covenants, Easements and Restrictions.
 - (1) The substance of covenants, grants of easements, or other restrictions which will be imposed upon the use of the land, buildings, and structures, including proposed easements or grants for public utilities; and proper acknowledgment of owners and/or holders of mortgages accepting such restrictions.

- (2) For projects that include any area for common use of or to be maintained by multiple property owners, the association's bylaws or code of regulations, which shall comply with the provisions in Section 1125.14, Requirements of Owners Associations. The provisions and authority for any Architectural Review that may control any aspect of the project beyond the City's regulations must also be included, if architectural standards were approved as part of a development.

1115.07 CONTENTS OF ENGINEERING PLANS/CONSTRUCTION DRAWINGS.

Construction plans shall be prepared and sealed by a registered professional engineer licensed by the State of Ohio and be in accordance with the construction and material specifications of the City of Wooster. Engineering plans, construction drawings, and specifications shall be based on actual field survey topography and shall include the following:

(a) General information:

- (1) Name of subdivision
- (2) True, record, or grid north (identified as such)
- (3) Scale of drawing
- (4) Number of sheets
- (5) Name and address of person and firm preparing plat
- (6) Approval block providing for signature and date by City Engineer
- (7) Vicinity map indicating adjoining roads and road names, and at a scale not smaller than 1" = 2000'
- (8) Date drawing prepared, and revision dates

(b) General notes:

- (1) Name and address of owner and developer
- (2) Address and tax parcel number of property to be subdivided
- (3) Zoning district
- (4) Number of lots
- (5) Total area of subdivision
- (6) A statement saying: "No building permit shall be issued until the public street construction, including paving, is completed and approved by the City of Wooster."

- (7) Means of providing water and sewer service to each lot (well or public water, etc.)
- (c) Street information:
 - (1) Plan and profile of all streets
 - (2) Vertical and horizontal curve data for all streets
 - (3) Stopping sight distance and headlight sight distance
 - (4) Typical section of all streets including pavement structure proposed and typical grading and trail or sewer and water development
 - (5) Signalization, turn lanes, and other related features, if applicable
- (d) Stormwater management information:
 - (1) Engineering calculations establishing pre- and post-development runoff for the subdivision
 - (2) Detention facility calculations establishing the adequacy of proposed measures and downstream channels
 - (3) Erosion and sediment control plan and narrative
 - (4) Plan and profile and grading of a typical section of proposed detention facilities
- (e) Drainage information:
 - (1) Plan and profile of all proposed street drain pipes and channels identifying all inlets, specifying material type and size, with design of invert and top elevation
 - (2) Existing and proposed easements
 - (3) Watercourses, springs, and other natural drainage features
- (f) Water supply information:
 - (1) Plan and profile, including material, size, cover and utility crossings, of existing and proposed water mains
 - (2) Existing and proposed hydrants, valves and other associated features
 - (3) Existing and proposed service laterals and meter locations
 - (4) Existing and proposed easements

- (5) Fire flow and water pressure calculations
- (g) Sanitary sewer information:
 - (1) Plan and profile, including material, size, cover, grade, structures, invert, top elevation and utility crossings
 - (2) Existing and proposed service laterals and clean out locations
 - (3) Existing and proposed easements
 - (4) Downstream sewer capacity analysis
 - (5) Lowest floor elevation sewerable by gravity on each lot
- (h) Other information:
 - (1) Information, details or design as necessary to demonstrate or achieve compliance with the standards of this Planning and Zoning Code.
 - (2) Existing and proposed topographic lines at 2' intervals
- (i) Standard notes:
 - (1) All construction will be in accordance with City of Wooster's standards and specifications
 - (2) All utilities will be visually inspected by the City's inspector prior to backfilling trenches
 - (3) Pavement work within the right-of-way requires the following inspections:
 - A. Subgrade prior to placement of base stone
 - B. Base stone prior to placement of pavement
 - C. Pavement
 - (4) The developer/owner is responsible for tapping existing water lines for main extensions or laterals at the owners' expense; and the City will provide a standard meter at the owner's expense, under the supervision of a City Inspector.
 - (5) A pre-construction meeting will be held prior to beginning construction
 - (6) The contractor shall plug with an angle wing nut test plug the connection of proposed to existing sanitary sewer prior to extending the sanitary sewer. The plug shall be maintained in place until such time as the sewer

- (e) Any additional conditions as imposed by the Zoning Administrator and/or the City Engineer.

1115.09 SUBMISSION REQUIREMENTS FOR SINGLE-FAMILY DWELLING ZONING CERTIFICATE

An application for a zoning certificate for the construction or alteration of a single-family dwelling or use accessory thereto shall include the items set forth below and shall be submitted to the Zoning Administrator:

- (1) The completed application form.
- (2) One copy of a general vicinity map.
- (3) A plot plan showing the following. Such plans shall be legibly drawn to scale and shall be based on an accurate survey.
 - A. Zoning District.
 - B. Property boundary lines and the exact dimensions and area of the lot to be built upon or utilized.
 - C. Right-of-way of adjacent streets.
 - D. Location, dimensions, height, and bulk of all structures to be erected or altered.
 - E. The existing and intended use(s) of all land, buildings, and structures.
 - F. Dimensions of yards, driveways, and parking areas.
 - G. Location and use of buildings and adjoining lots within 10 feet of all property lines.
 - H. Location and dimension of any easements and use of the easement.
 - I. Lot numbers of the concerned and abutting properties.
 - J. Each plan shall bear statements declaring that no part of the land involved in the application has been previously used to provide required setbacks or lot area for another structure.
 - K. Each property owner or authorized agent shall be required to attest to the correctness of the statements and data furnished with the application.
 - L. Any other pertinent data as may be necessary to determine and provide for the enforcement of this Planning and Zoning Code.

1115.10 GENERAL DEVELOPMENT PLAN SUBMISSION REQUIREMENTS

An application for general development plan review shall include a plan for the entire area of the proposed project and shall be submitted to the Zoning Administrator. The general development plan shall be drawn to an appropriate scale and shall include:

- (a) The completed application form, along with the application fee.
- (b) The location of all existing structures and access points.
- (c) The general location of existing buildings, parking areas and access drives on parcels within 200 feet of the site;
- (d) The general location of all proposed construction including buildings and structures, parking areas, and access points.
- (e) The location of existing and proposed topography, major vegetation features, and wooded areas;
- (f) The general layout of the proposed internal road system, indicating the proposed vehicular right-of-way of all proposed public streets and pedestrian circulation.
- (g) The general location of common open space.
- (h) A summary table showing total acres of the proposed development, the number of acres devoted to each type of land use including streets and common open space, and the number of proposed dwelling units by type; and,
- (i) Other documentation needed for the evaluation of the general development plan as may be needed to evaluate the general concept of the proposed development.

1115.11 FINAL & MINOR DEVELOPMENT PLAN SUBMISSION REQUIREMENTS

An application for final development plan review shall be required for each phase of development. The application shall include the maps, plans, designs, and supplementary documents itemized below and shall be submitted to the Zoning Administrator. The final/minor development plan shall be drawn to an appropriate scale and shall include:

- (a) The completed application form, along with the application fee for final development plans.
- (b) An accurate, legal description prepared or certified by a registered/licensed surveyor of the State of Ohio;
- (c) A property location map showing existing property lines, easements, utilities, and street rights-of-way;
- (d) A final/minor development plan, prepared by a qualified professional and drawn to an appropriate scale, indicating the following:

- (1) Use, location, and height of existing and proposed buildings and structures;
 - (2) Location of all public rights-of-way, private streets, parking areas, and access drives;
 - (3) Location of common open space, if applicable;
 - (4) Location and configuration of vehicular circulation including off-street parking and loading areas; the arrangement of internal and in-out traffic movement including access roads and drives; lane and other pavement markings to direct and control parking and circulation; the location of signs related to parking and traffic control; and the configuration of pedestrian circulation throughout the site;
 - (5) Location of proposed and existing structures including fences, walls, signs, and lighting;
 - (6) Location and layout of all proposed and existing outdoor storage areas including storage of waste materials and location of trash receptacles;
 - (7) Sanitary sewers, water and other utilities including fire hydrants, as required, and proposed drainage and storm water management;
 - (8) Dimensions of all buildings, setbacks, parking areas, drives and walkways;
- (e) Topographic maps showing existing and proposed grading contours and major vegetation features including existing trees over six inches in diameter, wooded areas, wetlands, and other environmental features;
 - (f) Preliminary architectural plans for the proposed development or use showing exterior elevations and building floor plans, site construction materials, prepared and certified by an Ohio professional engineer, architect, or surveyor;
 - (g) A sign concept plan, if required pursuant to Section 1171.07 (i);
 - (h) A traffic impact study if required pursuant to Section 1181.07 (c);
 - (i) Proposed landscaping and screening plans indicating the description of the location and nature of existing and proposed vegetation, landscaping, screening elements and any existing trees to be removed;
 - (j) Summary table showing total acres of the proposed development, the number of acres devoted to each type of land use including streets and common open space, and the number of proposed dwelling units by type; and,
 - (k) Other information necessary for the evaluation of the final/minor development plan as deemed necessary by the Zoning Administrator.

1115.12 CONDITIONAL USE SUBMISSION REQUIREMENTS.

An application for a conditional use shall be submitted to the Zoning Administrator and shall include the items set forth below:

- (a) Completed application form along with the application fee.
- (b) A list of all property owners lying within 200 feet of any part of the property on which the conditional use is proposed, including their addresses and permanent parcel number and lot numbers, as shown on the current tax duplicate in the Office of the Wayne County Treasurer.
- (c) A development plan and associated documents as required by Section 1115.10, if applicable, and 1115.11.

1115.13 SUBMISSION REQUIREMENTS FOR VARIANCE REQUESTS.

An application for a variance shall be filed with the Zoning Administrator for review by the Board of Zoning Appeals upon the forms provided, and shall be accompanied by the following requirements necessary to convey the reason(s) for the requested variance:

- (a) Name, address, and phone number of applicant(s);
- (b) Proof of ownership, legal interest, or written authority;
- (c) Legal description of property or portion thereof;
- (d) Identification of the zoning district in which the property is located.
- (e) Description or nature of variance requested;
- (f) Narrative statements establishing and substantiating the justification for the variance pursuant to the applicable criteria in sub-section 1111.09 (c);
- (g) A plan, neatly and legibly drawn to adequately depict the information showing the following, where applicable:
 - (1) The street providing access to the lot and the exact location of the lot in relation to the nearest cross street.
 - (2) The name of the subject plan, if any, and the lot numbers of the subject and abutting properties.
 - (3) The actual dimensions of the lot, the setbacks and other open space dimensions thereof and the location and size of any existing structure thereon.
 - (4) The location and size of the proposed structure, and/or the proposed enlargement and existing structure.
 - (5) The location and size of the parking area and the circulation layout.
 - (6) The proposed landscaping, signs, and any other uses on the property.
 - (7) An elevation drawing for any proposed new structures or major additions.
 - (8) Any other information, including but not limited to floor plans, elevations and other drawings at a reasonable scale to convey the need for the variance, which, in the judgment of the Zoning Administrator, may be necessary to provide for the enforcement of this Code.

- (h) Payment of the application fee;
- (i) A list of all property owners lying within 200 feet of any part of the property on which the variance is proposed, including their addresses and permanent parcel numbers and lot numbers;
- (j) Any other documents deemed necessary by the Zoning Administrator.

1115.14 SUBMISSION REQUIREMENTS FOR A ZONING AMENDMENT

Applications for proposed amendments shall contain at least the following information:

- (a) The name, address and phone number of the applicant and the property owner if other than the applicant;
- (b) A statement of the reason(s) for the proposed amendment;
- (c) A statement on the ways in which the proposed amendment relates to the Comprehensive Plan;
- (d) The payment of the application fee;
- (e) Amendments to the Zoning Map adopted as part of this Planning and Zoning Code shall contain the following additional information:
 - (1) Legal description of the parcel(s) to be rezoned, drawn by an Ohio registered/licensed surveyor;
 - (2) Present use and zoning district;
 - (3) Proposed use and zoning district;
 - (4) A vicinity map at a scale approved by the Zoning Administrator showing property lines, thoroughfares, existing and proposed zoning, and such other items as the Zoning Administrator may require;
 - (5) A list of all property owners lying within 200 feet of any part of the property on which the zoning amendment is requested, including their addresses and permanent parcel number as shown upon the County auditor's current tax list; and
 - (6) Existing topography at two-foot contour intervals of the property to be rezoned and extending at least 250 feet outside the proposed site, and including property lines, easements, street rights-of-ways, existing structures, trees and landscaping features existing thereon.

1115.15 SUBMISSION REQUIREMENTS FOR A TRAFFIC IMPACT STUDY

Traffic Impact Studies shall include the “Traffic Impact Study Requirements” found in the Ohio Department of Transportation’s State Highway Access Management Manual, current edition. The person preparing the Traffic Impact Study shall have a degree or specific professional training in the preparation of Traffic Impact Studies, have at least three (3) years of recent experience in preparing such Studies, and be a registered engineer (PE) or a planner with an AICP certification.