

CITY OF WOOSTER  
PLANNING COMMISSION

**DEVELOPMENT PLAN**

Application # SP-\_\_\_\_\_

Municipal Building, 538 North Market Street, 1<sup>st</sup> Floor, Wooster, Ohio 44691

330.263.5235

- Owner **APPLICANT'S** **NAME:**
- Agent \_\_\_\_\_ (Street) \_\_\_\_\_ (Address)
- Lessee (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_
- Signed Purchase Contract (Telephone Number) \_\_\_\_\_

**PROPERTY OWNER'S NAME:** \_\_\_\_\_  
 (Street Address) \_\_\_\_\_  
 (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_  
 (Telephone Number) \_\_\_\_\_

**Required Information/Filing Fee:**

Filing Fee: \$55.00  
 Address and/or Location of Property: \_\_\_\_\_  
 # of Lots: \_\_\_\_\_ Lot Acreage: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_  
 Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
 Current Zoning District (if applicable): \_\_\_\_\_ Proposed Zoning District (if applicable): \_\_\_\_\_  
 Description of Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Submission Requirements:**

**\*\*See the reverse side of this form for the submission requirements for general, final and minor development plans.\*\***

Should the development plan request be approved, it is understood that it shall only authorize that particular use described in this application subject to any conditions or safeguards required by the Planning Commission. If the construction of the building or site improvements or activities are not started within one (1) year after date of approval by the Planning Commission, the approval of the site plan shall become null and void.

**The applicant or a representative who is authorized to speak on behalf of the request must be present at the meeting.**

**X** \_\_\_\_\_ **X** \_\_\_\_\_  
 (Signature of Applicant and/or Agent) (Date)

**FOR OFFICIAL USE ONLY**

Date Filed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Meeting: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Decision:  Granted  Denied Conditions: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### **GENERAL DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:**

Per Zoning Code Section 1115.10, the following information must be submitted for **general development plan review at the time of filing of the application:**

- (1) The completed application form, along with the application fee noted above;
- (2) The location of all existing structures and access points;
- (3) The general location of existing buildings, parking areas and access drives on parcels within 200 feet of the site;
- (4) The general location of all proposed construction including buildings and structures, parking areas and access points;
- (5) The location of existing and proposed topography, major vegetation features, and wooded areas;
- (6) The general layout of the proposed internal road system, including the proposed vehicular right-of-way of all proposed public streets and pedestrian circulation;
- (7) The general location of common open space;
- (8) 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;
- (9) Other documentation needed for the evaluation of the general development plan as may be needed to evaluate the general concept of the proposed development;
- (10) **Property Notice.** At least seven (7) days prior to the public meeting on the pending application, the applicant shall erect on the subject property a sign indicating the change proposed, and the date, time and place of the public meeting. Failure to do so shall result in the cancellation or continuation of the scheduled public meeting. The Zoning Administrator shall determine the number of signs required, however, there shall be at least one sign posted along each public right of way abutting the property. At least one sign shall be posted every 300 feet along any single right-of-way. All signs must be clearly visible from the adjacent right-of-way and shall be no larger than 3 feet by 4 feet in size. For properties that lack any public right-of-way, all required signs shall be posted along at least two property lines, as determined by the Zoning Administrator. The applicant shall have the responsibility to determine and provide adequate structural elements necessary to erect the sign on the property. All public meeting signs posted shall be removed from the property by the applicant within two (2) days after the Commission's public hearing; and
- (11) Applicant shall furnish **twelve (12) copies** of the information noted above. **Please note that all plans submitted with this proposal must be pre-folded.**

### **FINAL AND MINOR DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:**

Per Zoning Code Section 1115.11, the following information must be submitted for **final and minor development plan review at the time of filing the application:**

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:

- (1) The completed application form, along with the application fee noted above;
- (2) An accurate legal description prepared or certified by a registered/licensed surveyor of the State of Ohio;
- (3) A property location map showing existing property lines, easements, utilities and street rights-of-way;
- (4) A final/minor development plan, prepared by a qualified professional and drawn to an appropriate scale, indicating the following:
  - (a) Location of all public rights-of-way, private streets, parking areas, and access drives;
  - (b) Location of common open space, if applicable;
  - (c) 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;
  - (d) Location of proposed and existing structures, including fences, walls, signs and lighting;
  - (e) Location and layout of all proposed and existing outdoor storage areas including storage of waste materials and location of trash receptacles;
  - (f) Sanitary sewers, water and other utilities including fire hydrants, as required, and proposed drainage and storm water management; and
  - (g) Dimensions of all buildings, setbacks, parking areas, drives and walkways.
- (5) 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;
- (6) 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.
- (7) A sign concept plan, if required pursuant to Section 1171.07 (i);
- (8) A traffic impact study if required pursuant to Section 1181.07 (c);
- (9) 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;
- (10) 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;
- (11) **Property Notice.** At least seven (7) days prior to the public meeting on the pending application, the applicant shall erect on the subject property a sign indicating the change proposed, and the date, time and place of the public meeting. Failure to do so shall result in the cancellation or continuation of the scheduled public meeting. The Zoning Administrator shall determine the number of signs required, however, there shall be at least one sign posted along each public right of way abutting the property. At least one sign shall be posted every 300 feet along any single right-of-way. All signs must be clearly visible from the adjacent right-of-way and shall be no larger than 3 feet by 4 feet in size. For properties that lack any public right-of-way, all required signs shall be posted along at least two property lines, as determined by the Zoning Administrator. The applicant shall have the responsibility to determine and provide adequate structural elements necessary to erect the sign on the property. All public meeting signs posted shall be removed from the property by the applicant within two (2) days after the Commission's public hearing;
- (12) Other information necessary for the evaluation of the final/minor development plan as deemed necessary by the Zoning Administrator; and
- (13) Applicant shall furnish **twelve (12) copies** of the information noted above. **Please note that all plans submitted with this proposed must be pre-folded.**