

### **Submittal Requirements – Concept Plan**

**THREE FULL SIZED AND TEN 11"X17" COPIES** of the following items, including appropriately scaled plans, must be submitted at the time of filing of the application in order for an application to be considered by the Planning Commission:

- (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

### **Submittal Requirements – Preliminary Plan**

**THREE FULL SIZED AND TEN 11"X17" COPIES** of the following items must be submitted at the time of filing of the application in order for an application to be considered by the Planning Commission:

- (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-way, 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 television 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.

### **Submittal Requirements – Final Plat**

**THREE FULL SIZED AND TEN 11"X17" COPIES** of the following items must be submitted at the time of filing of the application in order for an application to be considered by the Planning Commission:

- (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.