



## Preliminary Development Plan Application Submittal Requirements

*No Preliminary Development Plan application will be accepted for review by the City of Wooster, per Section 1105.02 of the Planning and Zoning Code, without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Zoning Administrator*

### **Information entered into a Preliminary Development Plan Application on Viewpoint Cloud**

1. The location of the subject property;
2. A description of the proposed Preliminary Development Plan application;
3. The total area of all existing and proposed uses;
4. For residential applications, the number of total dwelling units proposed;
5. Verification that the owner of the property or an authorized applicant is submitting the application per Section 1105.02(a) of the Planning and Zoning Code; and
6. The required application fee per Section 1105.02(f) of the Planning and Zoning Code.

### **Information uploaded to a Preliminary Development Plan Application on Viewpoint Cloud**

7. A separate site plan sheet or sheets, prepared by a qualified professional and drawn to scale illustrating *existing* site conditions including, but not limited to:
  - a) The location and dimensions of the subject property, public rights of way, and easements;
  - b) The location and dimensions of all buildings;
  - c) The location, dimensions and surface materials of parking areas, drives, public streets, sidewalks, loading areas, outdoor storage or display areas, and outdoor dining areas;
  - d) The distance of all buildings and parking areas (including adjacent drives) located within 50 ft. of property lines; and
  - e) Topography of the site.
8. A separate site plan sheet or sheets, prepared by a qualified professional and drawn to scale illustrating *proposed* site conditions including, but not limited to, all items noted in 7. above;
9. When new buildings, additions or alterations to existing buildings are proposed, a separate plan sheet or sheets, prepared by a qualified professional and drawn to scale including preliminary exterior architectural plans. Plans shall include exterior building elevations of all sides buildings, notation of all exterior materials, colors utilized, and the height and width of buildings; and
10. A traffic impact study as required by Section 1125.08.

### **Additional Information**

11. Any other information necessary for the evaluation of the Preliminary Development Plan application as deemed necessary by the Zoning Administrator.