



**CITY OF WESTERVILLE
PLANNING COMMISSION**

SITE PLAN APPLICATION

1. ADDRESS OF PROPERTY FOR SITE PLAN REVIEW _____
2. COUNTY AUDITOR'S PARCEL NUMBER _____
3. PROPERTY OWNER: NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NO. _____ E-MAIL ADDRESS _____
4. APPLICANT: NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NO. _____ E-MAIL ADDRESS _____
INTEREST IN PROPERTY _____
5. CURRENT ZONING DISTRICT OF PROPERTY _____
6. CURRENT USE OF PROPERTY _____
7. PROPOSED USE OF PROPERTY _____
8. SELECT ONE: _____ NEW SITE PLAN
 _____ MODIFICATION OF AN EXISTING SITE PLAN

**PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMISSION REQUIREMENTS
ON REVERSE SIDE BEFORE SIGNING.**

SIGNATURE OF APPLICANT / DATE

SIGNATURE OF PROPERTY OWNER / DATE

Additional information required for processing this application includes:

1. Payment of an application fee as per Section 1108.05 of the Codified Ordinances and the Fee Schedule adopted by City Council is as follows:
 - New Site Plan - \$750.00
 - Modification of an Existing Site Plan - \$300.00
2. Two (2) copies (folded, full size), two (2) copies (folded, no larger than 11"x17"), and one (1) digital copy of a scaled drawing(s) showing the following:
 - A. A survey showing boundary information, existing and proposed development, existing and proposed easements, rights-of-way, and utilities, including storm water drainage.
 - B. The site plan shall indicate buildings, service areas, parking, signage, fencing, landscaping, and all required setbacks.
 - C. All parking and loading areas shall be shown, including typical dimensions of parking stalls, aisles, and loading spaces.
 - D. All major circulation routes, including arterials, adjacent curb cuts, collector and local streets, driveways and curb cuts, and including major aisle ways and service routes shall be indicated. Major pedestrian circulation routes shall also be indicated, including dimensions of path and pedestrian crossings, etc., plus any attempts at separating vehicular and pedestrian/recreation movement.
 - E. Handling of all waste and refuse material shall be indicated.
 - F. Proposed landscaping shall be shown, as per a landscape plan required by Chapter 1173.
 - G. All signage and graphics may be required to be shown, as per Chapter 1181.
 - H. All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.
 - I. Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples may also be requested.
 - J. A list of all owners of property including their mailing addresses, within, contiguous to, or directly across the street or streets from the property.
 - K. A general narrative describing any variances requested to the development standards of the Planning and Zoning Code and demonstrating how the variances will result in the best possible development for the site.
 - L. Any additional information as may be required by the Zoning Officer or the Planning Commission.
3. Provide a brief written summary that highlights the purpose and details of the proposal.

Regular Planning Commission meetings are held on the fourth (4th) Wednesday of each month at 6:30 P.M. in Council Chambers at 21 South State Street unless otherwise noted. Applications must be filed at least two days before the previous month's meeting date (approximately 30 days in advance).

Revised: October 20, 2015