

# MEDINA TOWNSHIP SITE PLAN APPLICATION & CHECKLIST

Application date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Development/Property Owner Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Permanent Parcel No: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Check one of the following: \_\_\_\_\_ SITE PLAN CHANGE

\_\_\_\_\_ ADDITION TO EXISTING BUILDING  
 \_\_\_\_\_ Sq. Ft. **REQUIRED\*\***

\_\_\_\_\_ NEW CONSTRUCTION  
 \_\_\_\_\_ Sq. Ft. **REQUIRED\*\***  
 (FINANCIAL GUARANTEE REQUIRED)

\_\_\_\_\_ EXISTING CHANGE OF USE/BUSINESS  
 \_\_\_\_\_ Sq. Ft. **REQUIRED\*\***

\_\_\_\_\_ SUBDIVISION

\*\* DIMENSIONS  
 REQUIRED Width: \_\_\_\_\_ X Length: \_\_\_\_\_ = \_\_\_\_\_ Total  
 Square Feet

**To be considered for review and/or approval, please submit:**

- **1 COPY of this signed application**
- **19 copies of attachments collated and stapled is REQUIRED**
- **Check for \$50.00 made payable to Medina Township (Site Plan only OR Site Plan & Sign Review Checklist)**
- **All applications must be received by noon of the deadline date; No Exceptions! See Deadline/Meeting Schedule.**  
 (The Zoning Commission Meeting is the third Tuesday of every month at 7:00 p.m.)
- **Submit information to the Zoning Office, 3799 Huffman Road, Medina, Oh, 44256; Phone: 330-721-1997**

\_\_\_\_\_ Applicant's signature                      \_\_\_\_\_ Check #                      \_\_\_\_\_ Date

E-mail address \_\_\_\_\_

For Township Use Only:

  
  

Township Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Stamp) Rev. 9/2014

## Site Plan Review Checklist

All items must be included for site plan review, unless otherwise determined by the Zoning Commission. Omission of items will result in tabling the site plan until the next regularly scheduled meeting. Change of Use/Business items noted below \*.

\*Please note: If new construction is located on SR 3, SR 18, or SR 42, **21 copies** are required by the Township ♦♦

- Neighborhood location map and **topographic survey** (with contours at two foot intervals) of the proposed development area, including property lines, easements, showing existing structures and landscape features (such as wooded areas, lakes, ponds, flood plains, etc.). **19 copies\***.  
Applicable on newly constructed buildings only. ♦♦
- \*Tax map** ([www.medinacountyauditor.org](http://www.medinacountyauditor.org)) showing all lot dimensions. **19 copies\***. ♦♦
- \*Site plan drawn to legible scale**, showing **location, North arrow, type and use of buildings**, the **use and divisions of all land**, and the **location of structures on all surrounding properties**. **19 copies**. ♦♦
- \*Letter from owner** allowing other than owner to represent. **(1 copy)** ♦♦
- \*Substance of covenants**, leases, grants of easements, or the restrictions proposed to be imposed upon the use or maintenance of lands and building. (Subdivisions must submit to County Prosecutor prior to scheduled Zoning Commission meeting, proof of submittal to be given to Zoning Commission at site plan review.) **1 copy**. ♦♦ (Change of Use - first & last page only)

**Items to be shown on all site plans.** (Please check as completed/attached.)

- Building setbacks** shown relative to structures on plan with dimensions from property lines (front, sides, and rear). ♦♦
- Right-of-way marked**. ♦♦
- \*Building** (new and existing) exterior **dimensions**.
- Interior gross and net **square footage**. For restaurants: show seating capacity, along with gross & net square footage. For office buildings: show number of employees.
- Number of **parking spaces shown and size noted**. (We require 10'x19' minimum spaces). Type of parking lot surface noted. ♦♦
- Access drive widths**, width between drives at entrances (if more than one access drive into site), and aisle widths shown on site plan. ♦♦
- \*Dumpster location** shown (we require all dumpsters to be screened and have doors). ♦♦
- \*Outdoor storage shown** (this also must be screened). Outdoor display area shown.
- Landscape plan attached**. (See Section 306J of the Zoning Resolution) ♦♦
- \*Signage location shown on site plan**, and architectural drawings of signs with dimensions and square footage calculated. (Change of Use)
- Address markers**. (Show locations and examples of markers) ♦♦
- Elevation drawings of all new structures**, or structures being modified. Applicable to commercial property only. ♦♦
- Open space areas identified**. Acreage calculated removing rights-of-way, streets, drives, sidewalks, structures. ♦♦
- Lighting shown on the site**. Architectural drawings showing lights to be used, their dimensions, and location. ♦♦

**PLEASE COLLATE AND STAPLE ALL SUBMISSIONS INTO 19 (OR 22) PACKETS**

Revised 9/2014