

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.

--Please collate all submissions into 19* packets. **Do not staple.**--

***Please note:** If new construction is located on State Route 3, 18, or 42, twenty-one (21) copies are required by the Township.

Checklist

Tax Map

- www.medinacountyauditor.org
- Show all lot dimensions

Site Plan (**SEE NEXT PAGE**)

- Drawn to legible scale
- Show location, North arrow, type/use of buildings, use/divisions of all land, and location of structures on all surrounding properties

Letter from Owner

- Allowing individuals other than owner to represent

Substance of Covenants

- (Change of Use requires first & last page only)
- Leases, grants of easements, or 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

New Construction Only

Neighborhood Location Map and Topographic Survey of Proposed Development Area

- Property lines
- Easements
- Existing structures and landscape features (e.g. wooded areas, lakes, ponds, flood plains, etc.)
- Contours at two-foot intervals

(Continued on next page)

Site Plan Items

- Building Setbacks
 - Shown relative to structures on plan with dimensions from property lines (front, sides, rear)
- Right-of-Way Marked
- Building Exterior Dimensions
 - New & Existing
- Interior Gross/Net Square Footage
 - Restaurants: also show seating capacity
 - Office Buildings: also show number of employees
- Parking Spaces
 - Number & Size (10'x 19' minimum)
 - Type of Surface
- Access Drive Widths
 - Width between all drives at entrances
 - Aisle widths
- Dumpster Location
 - Must be screened and have doors
- Outdoor Storage
 - Must be screened
- Outdoor Display Area
- Landscape Plan
 - Attach to Site Plan (**MTZR §306J**)
- Signage Location
 - Submit separate **SIGN PERMIT**
- Address Markers
- Elevation Drawings (Commercial Property Only)
 - New & Existing Structures
- Open Areas
 - Acreage calculated removing rights-of-way, streets, drives, sidewalks, structures
- Lighting
 - Architectural drawings showing lights to be used, dimensions, and location