



GUIDELINES FOR SITE PLAN REVIEW

The Site Plan Review process mandates that all information required in the Zoning Resolution and on the checklist be submitted and/or indicated on the site plan before it can be circulated for review and recommendation. When the application is submitted, there will be a preliminary review to ascertain if all information is present. If the application is deemed complete, it will be sent out to the appropriate governmental agencies such as the County Engineers, Plan Commission, and the Fire Department for their review and recommendation to the township. The application shall be complete prior to the Zoning Commission review in order to allow the Commission time to consider its recommendations. Once deemed complete, it will take approximately 60 days before the Zoning Commission reviews the plan.

The Zoning Commission meets on the second Tuesday of each month. The completed site plan (including all outside agency recommendations) must be submitted to the zoning office by the first of the month in order to be included on the Zoning Commission agenda for that month. The Zoning Commission will not review a site plan unless it is complete and on the agenda.

After the Zoning Commission review and recommendation, the site plan is transmitted to the Springfield Township Board of Trustees for its review and approval, modification, or rejection. After the Trustees approve/or approve with modifications, the site plan, it will be transmitted back to the zoning office for the issuance of the permit after the conditions, revisions, changes, etc. have been met.

It is highly advisable that the applicant retains the services of a Professional Engineering and/or Architectural Firm to facilitate the adherence to the Springfield Township Zoning Resolution. The Ohio Revised Code provides that a public authority shall not accept or use any engineering or surveying plan prepared by one not registered as a professional engineer or professional surveyor. Please notice that there may be bond, escrow, surety or other assurances required of the applicant to guarantee completion of the landscaping, sidewalks, overall site completion, and access management requirements. The entire Springfield Township Zoning Resolution will be used, however, sections 19, 22, 23, 24, and 25 have a direct bearing on the site plan review process.

Submit To:

Springfield Township Zoning Department
7617 Angola Road
Holland, Ohio 43528

Phone: (419) 865-0239

FAX: (419) 868-1413



APPLICATION FOR SITE PLAN REVIEW LETTER OF SUBMITTAL

Ref: _____ Date: _____

Property Address: _____

Parcel Number: _____ Assessor Number: _____

Occupant: _____

Property Zoned: _____

Proposed Use: _____

Applicant/Agent: _____ Phone #: _____

Address: _____

Property Owner: _____ Phone #: _____

Address: _____

Legal Description of Subject Property (or attach copy): _____

For Application to be complete, the following items must be included: A Site Plan Application, A completed Site Plan Review Drawings Checklist, and Twenty (20) Site Plans that meet the requirements of Section 22 (Site Plan Review) of the Springfield Township Zoning Resolution, Including all Building elevations.

The undersigned state(s) that this Application is true, accurate, and complete with all required documentation. Springfield Township relies on the completeness, relevancy, and accuracy of the Site Plan Review Application. Any omission from, or misrepresentation in, the Application, Exhibits and data (submitted at any time during the application for Site Plan Review and Certificate of Zoning, or use of the premises by the Applicant or agent, invitees, etc.) shall be the basis for the Board to void any permits, Certificate, plan approval, and PUD implementation, previously granted. No change or alteration to the building or land shall be initiated during the period that the Application for site plan review is pending before the Springfield Township Board or the Zoning Commission.

Signature of Applicant(s): _____ Date: _____

Signature of Owner(s): _____ Date: _____

OFFICE USE ONLY:

Received By: _____ Date: _____ Fee: _____

Receipt #: _____ Check #: _____



SITE PLAN REVIEW DRAWINGS CHECKLIST

Name of Project _____ Date: _____

Applicant: Please check yes or no to all requirements. If no, state the reason in the provided area. This checklist is to assist your compliance to the Zoning Resolution requirements that are controlling.

YES NO

- | | | | |
|--------------------------|--------------------------|--|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Parcel address and general location sketch | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Developers and Designers names, addresses, telephone numbers, and fax numbers | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Title and Scale of drawing, north arrow, and Engineer's or Architects signature and seal. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Twenty (20) blue-line or black-line prints of the site plan on paper no larger than 24" by 36" | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning and use of site and surrounding properties | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of buildings, driveway - opposite and adjacent to site | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Property dimension and area | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension, location, and area of existing and proposed buildings | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate buildings or other structures to be removed or altered | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Distance from existing/proposed structure(s) to R-O-W | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Distance from existing/proposed structure(s) to front, side and rear property lines | _____ |

YES NO

Name of adjacent roadways including R-O-W and pavement widths, measured from centerline of adjacent roads

Show location, height, and material, of existing proposed fence or walls

Location, height, dimensions, lighting of existing and proposed signs

Location, height, wattage, and photo metrics of all proposed site lighting

Location and width of existing/proposed sidewalks

Indicate drive approach aprons where drive apron meets roadway pavement and at drive throat

Indicate natural features such as trees, wetlands and creeks, including natural changes in topography

Sanitary/Water mains (leach field, well) location, and location of hydrants if present

Existing and proposed grades including grades of abutting properties

Existing/proposed storm water drainage and 25 year design elevation for detention areas

Show erosion and soil control measures

Location, dimensions, and number of existing/proposed off street parking spaces and drive aisles

Pavement composition for driveways and parking areas

Dumpster size and location

Exterior building elevations (viewed from all roads)

YES NO

Access Management Plan (if applicable, see Section 25)

Detailed Landscape Plan (See Section 23)

ACKNOWLEDGEMENT

The Applicant, or the authorized Agent, acknowledges that the site plan drawings comply with the requirements of the Zoning Resolution.

Signature: _____

Print Name: _____



SITE PLAN REVIEW PROCESS

Days in Process

1. The Property Owner or his authorized representative, hereafter referred to as Applicant, submits the Site Plan Review Application consisting of the Site Plan Review Application/ Letter of Submittal Form, Drawings Checklist, Plans, and other documents to Springfield Township.

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2. If the Application fulfills all of the requirements of the Zoning Resolution then the Application will be deemed complete and forwarded to the Township review agencies for their comments.
If the Application does not meet the requirements of the Zoning Resolution, the Application will be returned to the Applicant. Please note that the formal review process will not commence until an Application is deemed to be complete.

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3. Comments from the Township and other review agencies will be sent to the Applicant to make revisions prior to the submittal to the Zoning Commission.
The Applicant may ask the Township to convene an administrative meeting with the Zoning Inspector to review comments.

If it is determined during the Township and Government agency review process that a variance(s) is (are) required on the Applicant's property then an application to the Board of Zoning Appeals will be required at this step in the Site Plan Review Process.
Variances must be reviewed and a decision rendered by the Board of Zoning Appeals prior to review of the Site Plan Review Application by the Zoning Commission. Please note that a variance request usually adds an additional 30 to 45 days to the process depending on the schedule of the Board of Zoning Appeals and notice requirements.

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4. The Site Plan Review Application and Drawings reflecting the revisions requested by the Township review agencies will be submitted to the Zoning Commission for its review and recommendation.

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5. The Site Plan Review Application is submitted to the Board of Trustees for review and a final decision.

The Days in Process is listed as a scheduling guide for the Applicant. It is strongly suggested that the Applicant schedule their submittal in advance and incorporate all applicable site plan requirements in the submittal to reduce revisions and scheduling delays.

SITE IMPROVEMENT BOND
Performance Bond

KNOW ALL MEN BY THESE PRESENTS: That we, (Applicant) as principal, and (Applicant) as surety are held and firmly bound unto Springfield Township as obligee, in the sum of _____ Dollars (\$_____) lawful money of the United States of America, for which payment well and truly to be made, and the attached Order, for unrestricted use in any civil litigation hereafter filed by the obligee against the principal for enforcement of obligations or completion thereof pursuant to necessary (sidewalks) (landscaping) (other) for which payment well and truly to be made and performance to be fully accomplished, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally by this site improvement bond.

The principal has entered into an agreement and site plan review and Certificate of Zoning with Springfield Township for (sidewalks) (landscaping and irrigation) (other) in conjunction with site plan review File No. _____ and Certificate of Zoning, Permit No. _____, and Springfield Township, Ohio, all of which improvements shall be completed in accordance with the zoning resolution.

NOW, THEREFORE, the condition of this obligation is such, that if the principal shall carry out all the terms of said agreement and perform all the work as set forth in the agreement relating to the site improvements only, then this obligation shall be null and void otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED THIS _____ day of _____, 2003.

Principal

ATTEST: _____

Surety

ATTEST: _____