

# APPLICATION—SITE PLANS, SUBDIVISIONS & RECORD PLANS

## CITY OF SPRINGBORO PLANNING COMMISSION

☐ SITE PLAN   ☐ REVISION TO APPROVED SITE PLAN   ☐ CONCEPT PLAN   ☐ PRELIMINARY SUBDIVISION   ☐ RECORD PLAN

The undersigned requests the approval identified above. Site Plan Review approvals subject to expiration provided for in Section 1284.18 of the Planning and Zoning Code. For all approvals under this application, it is understood that it shall only authorize the approval described in this application, subject to any conditions or safeguards required by the Planning Commission, and/or City Council.

☐ Owner      **APPLICANT NAME:** \_\_\_\_\_  
☐ Agent  
☐ Lessee      Address \_\_\_\_\_  
☐ Signed Purchase Contract \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Fax No. (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

**PROPERTY OWNER NAME (IF OTHER):** \_\_\_\_\_

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

Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Property Address or General Location: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

The applicant or representative who is authorized to speak on behalf of the request must also be present at all meetings.

\_\_\_\_\_  
(Signature of Applicant and/or Agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Printed Name

## City of Springboro Planning Commission Preliminary Review Submission Requirements for Site Plan Review Process

The following information is needed in support of the preliminary review of plans as part of the Site Plan Review process.

Visit the City of Springboro website for application form at <https://www.cityofspringboro.com/199/Applications>. Contact City staff at (937) 748-6183 for fee information. Visit the Planning Commission page on the City website for updated meeting and deadline information at <https://www.cityofspringboro.com/283/Planning-Commission>.

1. Six (6) copies drawn to a scale not smaller than forty (40) feet to an inch. All paper plan sets to be collated and folded. All drawings to include a graphic scale matched to the subject matter.
2. A pdf version of the site plan prepared in 11-inch by 17-inch format.
3. Signature of the Owner or duly authorized officer, or a letter of authorization from the property for third parties to present plans to the City.
4. Vicinity sketch showing location of site in relation to surrounding street system. Show an arrow pointing north.
5. Color rendition of each elevation, drawn to scale, clearly indicating exterior building materials and including a materials board. Indicate building size, location, height, and floor area for proposed buildings as well as existing ones to be retained.
6. Boundary lines including bearing and distances. Also indicate location of proposed buildings with distances to adjacent property lines.
7. Existing topography and contours with one-foot intervals.
8. Existing vegetation on the site including vegetation proposed to remain. Dimension all vegetation larger than 4 inches dbh. Also indicate all streams, lakes, or ponds and man-made features such as existing roads and structures with indications as to which are to be retained and which are to be altered.
9. Proposed streets, driveways, parking spaces, loading spaces, sidewalks, with indication of direction of travel for one-way streets, if any.
10. Development standards for the site including setbacks, building heights, and off-street parking calculations including parking required and proposed.
11. Existing zoning of the property and for properties immediately adjacent.
12. Proposed and specific usage of land and all structures thereon including projected building occupancy at build out.
13. Additional information required by City Code as directed by City staff.

See also Final Approval Submission Requirements for Site Plan Review including those related to traffic impact, exterior lighting, landscaping, and other site plan elements as outlined in Chapter 1284, Site Plan Review, of the Planning and Zoning Code. For more information, visit <https://www.cityofspringboro.com/210/Ordinances-Laws>.

Revised September 2020.

## City of Springboro Planning Commission Final Approval Submission Requirements for Site Plan Review Process

The following information is needed in support of the preliminary review of plans as part of the Site Plan Review process.

Visit the City of Springboro website for application form at <https://www.cityofspringboro.com/199/Applications>. Contact City staff at (937) 748-6183 for fee information. Visit the Planning Commission page on the City website for updated meeting and deadline information at <https://www.cityofspringboro.com/283/Planning-Commission>.

1. Six (6) copies drawn to a scale not smaller than forty (40) feet to an inch. All paper plan sets to be collated and folded. All drawings to include a graphic scale matched to the subject matter.
2. A pdf version of the site plan prepared in 11-inch by 17-inch format.
3. Signature of the Owner or duly authorized officer, or a letter of authorization from the property for third parties to present plans to the City.
4. Vicinity sketch showing location of site in relation to surrounding street system. Show an arrow pointing north.
5. Color rendition of each building elevation, drawn to scale, clearly indicating exterior building materials, and samples board of all exterior building materials.
6. Elements pertaining to contours, drainage, design, etc. to be prepared and certified by a professional engineer or landscape architect licensed in the state of Ohio.
7. The legal description of the land included on the site plan or boundary dimensions based upon a field survey, and the names, addresses and telephone numbers of the owner, developer and designer.
8. Boundary lines including bearing and distances. Also indicate location of proposed buildings with distances to adjacent property lines.
9. Existing and proposed grades and drainage systems and structures with topographic contours at intervals not exceeding:
  - a. One foot for slopes zero degrees to six degrees
  - b. Two feet for slopes six degrees to eighteen degrees; and
  - c. Five feet for slopes over eighteen degrees
  - d. Elevation and contours shall be based upon USGS datum and identify benchmark utilized.
10. Existing vegetation on the site including vegetation proposed to remain. Dimension all vegetation larger than 4 inches dbh. Also indicate all streams, lakes, or ponds and man-made features such as existing roads and structures with indications as to which are to be retained and which are to be altered.
11. Existing zoning of the property and for properties immediately adjacent.
12. Development standards for the site including setbacks, building heights, and off-street parking calculations including parking required and proposed. Also indicate information on proposed building placement relative to existing/proposed property lines.
13. Shape, size, location, height and floor area of all existing and proposed structures, and the estimated finished ground and basement floor grades with indication as to which are to be retained and which are to be removed.
14. Proposed streets, driveways, parking spaces, loading spaces and sidewalks, section and geometric. The width of streets, drives and sidewalks and total number of parking spaces.
15. Location and size of all existing and proposed public and private utilities, sanitary services and waste disposal facilities with indications as to which shall be retained/ removed.
16. Proposed and specific usage of land and all structures thereon including projected building occupancy at build out.
17. Location and dimensions of all on-site recreation areas and type of recreation to be conducted thereon.
18. All proposed landscaping, mounding, fences or walls.

19. Location, intensity and orientation and catalog cuttings of all exterior lighting. All exterior lighting shall have a maximum 3500° Kelvin color-temperature. Provide in foot-candles the luminance level produced by the proposed lighting.
20. Detailed plans of all drainage including as to how staging is to proceed.
21. Erosion and sediment control measures.
22. If staged development, general indication as to how staging is to proceed.
23. Any other information necessary to establish compliance with this or any other ordinance.
24. An "AS BUILT" drawing showing as built location and elevations of all improvement shall be submitted prior to the issuance of an occupancy permit.
25. Additional information required by City Code as directed by City staff.

See also Final Approval Submission Requirements for Site Plan Review including those related to traffic impact, exterior lighting, landscaping, and other site plan elements as outlined in Chapter 1284, Site Plan Review, of the Planning and Zoning Code. For more information, visit <https://www.cityofspringboro.com/210/Ordinances-Laws>.

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