



Planning and Zoning Department

Perrysburg Township, *Established 1823*

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www.perrysburgtownship.us

ZONING ADMINISTRATOR

Kelly Hemminger

SITE PLAN REVIEW CHECKLIST

SITE NAME _____

ADDRESS _____

PARCEL NUMBER _____

DATE SUBMITTED _____

(Due a minimum of three (3) weeks prior to the next scheduled meeting)

FEE & REVIEW DEPOSIT AGREEMENT SUBMITTED _____

CHECKLIST FORM: THE FIRST COLUMN IS FOR THE APPLICANT AND THE SECOND COLUMN IS FOR THE TOWNSHIP REVIEWER. PLEASE CHECK FOR COMPLETENESS BY ANSWERING **YES, NO, OR NA (NOT APPLICABLE)** IN THE BOX.

APPLICANT INFORMATION

APPLICANT _____ OWNER DEVELOPER AGENT

ADDRESS _____

PHONE NUMBER _____ ALT NUMBER _____

CONTACT NAME _____

EMAIL _____

APPLICANT _____ OWNER DEVELOPER AGENT

ADDRESS _____

PHONE NUMBER _____ ALT NUMBER _____

CONTACT NAME _____

EMAIL _____

TOWNSHIP REVIEW ENGINEER

NAME OF FIRM _____

REVIEWER NAME _____

SIGNATURE _____ DATE: _____

SITE PLAN REVIEW CHECKLIST

Taken from ARTICLE XIII of the Zoning Resolution

(Refer to the Zoning Resolution for more comprehensive information regarding rules and regulations)

SECTION A. GENERAL SITE PLAN REQUIREMENTS

1. SITE PLAN REQUIRED

Except as specifically exempted below, no permit for the construction, exterior alteration, relocation, occupancy, or change in use of any building shall be given and no existing use shall be established or expanded in floor area, including patios and terraces except in conformity with a Site Plan approved by the Zoning Commission. Site plan review shall also be required for planned unit developments, subdivision plats and the expansion of any existing use. "Expansion" shall include any of the following:

- a. A floor space, including patios and terraces, increase of twenty-five (25) percent;
- b. A floor space, including patios and terraces increase of 1,000 square feet when a subject property is located within or abuts a property within a zoning district that allows single family dwellings; or
- c. An increase in the number of parking spaces in a parking area by five or more spaces in accordance to Article IX (Off-Street Parking and Loading Requirements).

2. SPECIFIC EXEMPTIONS FROM SITE PLAN REVIEW

Site plan review shall not be required for:

- a. The construction or enlargement of any single-family or two-family dwelling;
- b. The construction or alteration of any building used exclusively for agriculture, horticulture, or floriculture, not involving retail sales;
- c. Home occupations; or
- d. Residential accessory structures.

3. INFORMAL PRELIMINARY REVIEW OPTION

In order to promote the orderly and appropriate development of a Site Plan consistent with the goals and objectives set forth in this resolution, the Zoning Commission may engage in informal discussions with the applicant prior to formal submission of the Site Plan. Such review of plans and issues will provide greater assurance that the project complies with the objectives, standards, and criteria set forth in this resolution before major design and engineering expenditures have been committed to the project. This review reduces the likelihood that major adjustments and revisions would be required as a result of deficiencies found during the formal review process, as described in this section. The applicant shall generally follow the procedures as set forth by the Zoning Commission in regards to time frame, technical content of a plan, etc.

SECTION B. SITE PLAN APPLICATION PROCEDURE

1. All applications for Site Plan approval shall be submitted to the Zoning Inspector at least three (3) calendar weeks (21 calendar days) prior to the next regularly scheduled Zoning Commission meeting.
 - a. A complete Site Plan application shall consist of the application form provided by the Zoning Inspector, required materials and copies designated herein, and the required application fee and review fees. The Zoning Inspector shall determine whether the application is complete based on the requirements described in this section.
 - b. Once the application is deemed to be complete, the Site Plan application shall be referred to an independent engineering consultant for review. Upon completion of engineering review, the Site Plan along with review comments shall then be forwarded to the Perrysburg Township Zoning Commission.
 - c. The Zoning Commission shall act on any Site Plan submitted under this section within sixty (60) days from the time the Zoning Inspector receives a complete submission of required materials. Any person submitting a Site Plan may agree to a longer review period by the Zoning Commission.
2. The Perrysburg Township Zoning Commission shall review submitted material, including the comments from the engineering consultant, and determine whether a Zoning Certificate shall be issued, based on the Site Plan's consistency with the intent of this resolution.
 - a. Prior to authorizing the issuance of a Site Plan approval, the Zoning Commission may seek expert advice or cause special studies to be made for input to its review of any plans or proposals submitted.
 - (1) Proposed Site Plans shall be submitted by the applicant to the Perrysburg Township Fire Department and reviewed by authorized representatives of the Perrysburg Township Fire Department to assure conformance with appropriate fire, safety, building, and sanitary conditions and written review comments shall be submitted to the Township Zoning Inspector prior to the Township Zoning Commission meeting. If it is determined by the Township Zoning Inspector, the Applicant shall forward the site plans to the Township Board of Trustees, City of Perrysburg, Wood County Planning Commission, Wood County Engineer, Wood County Soil and Water Conservation District, Northwestern Water & Sewer District, and/or any other similar organization for review and recommendations prior to acting on any such plan. The comments from these organizations shall be submitted to the Township Zoning Inspector prior to the Township Zoning Commission meeting
 - (2) Proposed Site Plans may include professional services, such as legal review or other professionals such as engineers, landscape architects, planners, or environmental scientists;

- (3) The applicant shall be responsible for reasonable expenses incurred by the Township in reviewing final development plans and for any associated site inspections. Such expenses are beyond application fees established by the Township and may include professional service fees incurred in connection with reviewing the plans submitted. A Township review fee along with a deposit for professional services shall be required as per the Perrysburg Township Zoning Fee Schedule. No Zoning certificate will be issued until all application and review fees have been paid in full or there are sufficient funds in the deposit for fees for professional services.
- b. When a particular Site Plan involves a variance request and/or conditional use approval, the Zoning Commission may consider such matters concurrently with Site Plan approval provided all other applicable hearing and notification requirements are met.
- 3. On Site Inspection of the improvements for the project may be required by the Township. The applicant or developer shall be responsible for reasonable expenses incurred by the Township for inspection of the project improvements. Such expenses are beyond application fees established by the Township and may include professional service fees incurred in connection with the onsite inspections. A township review fee along with a deposit for professional services shall be required as per the Perrysburg Township Zoning Fee Schedule. The Zoning Certificate will be revoked if inspection fees are not paid to the Township in full.

SECTION C. SITE PLAN REVIEW PROCEDURE

1. REVIEW CRITERIA

All Site Plans shall be reviewed on the basis of uniform criteria that advance the principles of good site design to provide safe vehicular access and pedestrian movement. Site plans shall also be reviewed on the basis of achieving site designs that will promote a healthy natural and built environment for residents. Specific Site Plan approval criteria shall include the following:

- a. The Site Plan shall show (consistent with the findings of a Traffic Impact Study) that a proper relationship will exist between thoroughfares, service roads, driveways, and parking areas to encourage pedestrian and vehicular traffic safety on both public and private lands.
- b. All development features, including the principal buildings, open spaces, service roads, driveways and parking areas, shall be so located and related as to minimize the possibility of adverse effects upon adjacent development.

	Applicant	Twp. Reviewer
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

- c. Building location and placement shall be developed with consideration given to minimizing removal of trees and change of topography.
- d. Maximum visual and auditory privacy for surrounding properties and occupants shall be provided through the design of the relationship among buildings, fences and walls, landscaping, topography, and open space.
- e. Parking area landscaping and screening shall be arranged to minimize large expanses of hard surfaces and to channel traffic flow in a safe manner.
- f. Parking and loading provisions shall meet the requirements of Article IX (Off- Street Parking and Loading Requirements) and on-site traffic circulation shall be designed to provide adequate access for fire and police protection, and minimize interference with the traffic-carrying capacity of adjacent streets.
- g. Refuse storage and pick-up facilities shall be indicated on the Site Plan and shall be fenced, screened, or landscaped to prevent blowing or scattering of refuse, and to provide an adequate visual barrier from locations both on- and off-site.
- h. All utilities on-site shall be located underground.
- i. Grading and surface drainage provisions shall be designed to minimize adverse effects on abutting properties, streams, and public streets, and to minimize the possibility of erosion.

2. **ACTION ON SITE PLANS**

The Zoning Commission shall take one of three actions on a Site Plan as described below:

- a. A Site Plan may be approved as submitted.
- b. A Site Plan may be approved with modifications expressly stated in a motion passed by the Zoning Commission.
- c. A Site Plan may be approved or disapproved as submitted (or with modifications) in phases.

3. **CONFORMANCE WITH APPROVED SITE PLANS**

All aspects of the development shall conform to the approved Site Plan. It shall be a violation of this Resolution for any building or premises to be occupied or used, prior to conformance with all applicable requirements of this Resolution and completion of all specifications of this section including: required landscaping, drainage, parking area, road, and driveway improvements according to the Site Plan approved by the Zoning Commission. Verification that all of the improvements conform to the approved Site Plan shall be confirmed through site inspections performed by an independent inspector retained by the Township. Prior to the issuance of a Certificate of Zoning Compliance, the owner/developer shall submit a set of "as built" drawings to the Zoning Inspector. These drawings shall be stamped by a professional engineer registered in the State of Ohio and confirm that the development has been constructed to specifications approved in this Site Plan Review.

4. **SITE PLAN APPROVAL TIME LIMIT**

Approval of site plan is good for two (2) years. A one year extension may be approved by the Chairman of Zoning Commission and Zoning Inspector.

5. **AMENDMENTS TO APPROVED SITE PLANS**

After the approval of a Site Plan, the developer, individual property owners or property owners may wish to make major or minor modifications to Site Plans. An application for an "Amendment to an Approved Site plan" shall be filed with the Zoning Inspector. To distinguish between major and minor modifications, and to provide an abbreviated process through which minor changes to previously approved Site Plans can be approved, the following procedures shall be followed:

a. **Minor Modifications.**

(1) An application for a minor modification shall include one (1) 11" x 17" and one (1) 24" x 36" set of revised development plans clearly showing the proposed changes.

	Applicant	Twp. Reviewer
	<input type="checkbox"/>	<input type="checkbox"/>

(2) To qualify as a minor modification, the Zoning Inspector shall find that proposed modification of an approved Site Plan consists of activity that is no more intensive than any of the following:

	<input type="checkbox"/>	<input type="checkbox"/>
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(a) Adjustments to the size and Location of structures, off street loading areas, ponds, pools, decking, dumpster locations, patios and required screening, fencing, lighting, landscaping, accessory structures and other improvements that do not:

	<input type="checkbox"/>	<input type="checkbox"/>
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- (i) Result in an increase in the approved number of housing units or non-residential principal structures.
- (ii) Increase the building mass of a principal structure through an increase in height, length or percent of lot coverage.
- (iii) Move or relocate a principal structure when the subject property abuts land that is used for residential purposes inside or outside of the development.
- (iv) Move or relocate a principal structure such that the placement of structures will be closer to any one property line than existed before such relocation.
- (b) Modifications to approved circulation drives and parking areas so long as they do not reduce the number of approved spaces, or encroach into setback areas or designated recreation/open space areas, and the location and number of curb cuts remains unchanged.
- (c) Reductions in the size of signs.
- (3) The Zoning Inspector, and Chairman of the Zoning Commission may approve minor changes if all of the following conditions are met:
 - (a) The proposed minor change is in conformity with all administrative regulations and/or policies for such development issued by the Zoning Commission.
 - (b) The proposed minor change meets with the approval of applicable Township departments; and

(c) All conditions for approval of the minor change are acceptable to the applicant.

(d) The Zoning Commission shall be advised of all minor changes authorized under the above procedures.

b. **Major Modifications.**

(1) An application for a major modification shall include ten (10) 11" x 17" and four (4) 24" x 36" sets of revised development plans clearly showing the proposed changes.

(2) A major change shall be construed as any change that does not satisfy the above criteria for a minor change. Major modifications to approved Site Plans may be made in the same manner as an original Site Plan approval except that an applicant need not resubmit information that has already been submitted as part of a previous Site Plan review process.

SECTION D. SITE PLAN APPLICATION REQUIREMENTS

1. **WRITTEN REQUIREMENTS**

All applications for Site Plan approval shall be submitted to the Zoning Inspector with ten (10) copies of the following written requirements:

a. The applicant's name, address, phone number, and fax number.

b. A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf.

c. The address and parcel number of the property.

d. The name and address of the property owner(s) of record, if the applicant is not the owner.

e. Name, address, phone number, and fax number of the engineer, architect, and/or surveyor.

f. Project description, including the total number of structures, units, bedrooms, offices, square feet, total and useable floor area, parking spaces, employees by shift, and similar related project-specific information.

g. Project completion schedule/development phases.

- h. Names and addresses of all contiguous and adjacent property owners.

As an option, these requirements can be included on the site plan drawing.

2. **GRAPHIC REQUIREMENTS**

All applications for Site Plan approval shall contain ten (10) 11" x 17" and four (4) 24"x 36" sets of the following graphic requirements:

- a. A North arrow, scale, and date of original submission and last revision.
- b. A vicinity map drawn at a scale of 1" = 2000' with a north arrow indicated.
- c. The Site Plan shall illustrate all existing natural land features, trees, forest cover, and water resources, and all proposed changes to these features including size and type of plant material. Water resources include ponds, lakes, streams, creeks, ditches, wetlands, flood plains, drainage retention or detention areas, or other natural features that may affect development of the property in question. If regulatory flood plains are present on the site, 100-year flood elevations shall be shown on the plan based on information found on Flood Hazard Boundary Maps provided by the Wood County Planning Commission.
- d. Existing and proposed topographic elevations shall be shown with two-foot contour intervals and/or spot elevations.
- e. Identification of any significant site amenities or unique natural features.
- f. The gross and net acreage of all parcels in the project.
- g. The Site Plan shall show the zoning classifications, including overlay zoning classifications, of the subject property and all abutting property uses (residential, commercial, etc.), and approximate location of abutting property, buildings, and/or structures and driveways.

- h. The Site Plan shall indicate the exact dimensions of the property in question, and show existing structure(s) with dimensions and proposed structure(s) with dimensions. The Site Plan shall indicate building removals and other alteration, if any, of existing property.
- i. The Site Plan shall indicate, by name, all adjacent thoroughfares. The Site Plan shall show both right-of-way and pavement widths measured from the centerline.
- j. The Site Plan shall indicate the distance of existing and proposed structure(s) from right-of-way line of all adjacent thoroughfares and show front, side, and rear yard distances to the structure(s).
- k. The Site Plan shall include a Site Grading Plan pursuant to Article VII, Section F (Construction Excavation / Filling) with a completion date detailing at a minimum, the current grade of the site and surrounding property, finished grade of the site and volume of materials to be used, along with plans for the collection and diversion of all surface water.
- l. The Site Plan shall show the location of all present and proposed utility systems including the water supply system, sewage or septic systems, and storm drainage system.

 - (1) The Site Plan shall show the location of existing and proposed water mains, valves, and hydrants (all Fire Department connections shall be "Storz" connections with five (5) inch fittings and (2) 2½" National Standard Thread), drain lines, culverts, catch basins, headwalls, endwalls, manholes, and drainage swales, detention areas, and storm system design calculations.
 - (2) Storm Water Plans. For new construction or expansion of residential, commercial and industrial uses or change of uses on sites disturbing an area one (1) acre or greater, the applicant shall submit a storm water pollution prevention plans (SPW3) prepared by a professional engineer registered in the State of Ohio. Said plans shall be designed to meet best management principles and practices for storm water management, retention, or detention per the Standards of

the Toledo Metropolitan Area Council of Governments Management Standards Manual latest edition adopted by the Wood County Soil and Water Conservation District and promulgated by the Wood County Engineer based upon agricultural run-off rates as appropriate. Detention and retention ponds shall be subject to the design requirements found in Article VII, Section T (Ponds, Lakes, and Borrow Pits).

- (3) Ohio EPA Notice of Intent (NOI) is required for new construction or expansion of residential, commercial, and industrial sites disturbing an area of one (1) acre or greater. A copy of the permit shall be submitted to the Township before construction commences.

- m. The Site Plan shall indicate existing and proposed off-street parking, driveways, and recreational areas with complete dimensions. Curb cuts shall be measured at the curb and throat widths shall be indicated. The drawing shall include the number and size of proposed parking stalls along with the internal circulation pattern of the off-street parking and interior landscaping. If the off-street parking is physically joined with abutting property, then circulation between the properties shall be shown.

- n. Location and dimensions of all sidewalks, walkways, bicycle paths, driveways, and unloading areas. A traffic impact study shall be attached if required pursuant to Section E (Access Control Requirements).

- o. Proposed location and dimensions of common spaces and common facilities, such as swimming pools or community buildings.

- p. The Site Plan shall contain a copy of an approved Master Sign Plan or a Comprehensive Sign Plan, as required in Article X, Section E.3. (Permit Procedures), which shows the location, dimensions, materials, illuminating characteristics (both internal and/or external) and design for existing or proposed signs on the property. An application for a Signage Permit may be simultaneously processed as part of a Site Plan review. If Signage Permit is submitted during the Site Plan application, the signage shall be approved as part of the Site Plan review process.

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| q. | All residential, commercial and industrial uses requiring Site Plan approval shall be required to submit an illustration of the proposed landscaping plan pursuant to Article VIII, Section A (Landscape Plan Required) of this Article. | <input type="checkbox"/> | <input type="checkbox"/> |
| r. | The Site Plan shall indicate the locations, size (height), style, and material of all existing and proposed fencing on the subject property. See Article VII Section J.10. | <input type="checkbox"/> | <input type="checkbox"/> |
| s. | The Site Plan shall indicate the locations, dimensions, photometric plan and illuminating power of all existing and proposed lighting on the subject property. | <input type="checkbox"/> | <input type="checkbox"/> |
| t. | Location, size, and specifications for screening of all trash receptacles and other solid waste disposal facilities. | <input type="checkbox"/> | <input type="checkbox"/> |
| u. | Location and specifications for any existing or proposed above- or below-ground storage facilities for any chemicals, salts, flammable materials or hazardous materials, as well as any containment structures or clear zones required by government authorities. | <input type="checkbox"/> | <input type="checkbox"/> |
| v. | The Site Plan for a proposed drive-up establishment shall indicate locations of vehicular stacking spaces for each drive-up window. | <input type="checkbox"/> | <input type="checkbox"/> |
| w. | For new construction or alterations to any existing building, a table containing the following information must be included on the plan: | <input type="checkbox"/> | <input type="checkbox"/> |
| | (1) Area of building to be used for a particular use such as retail operation, office, storage, etc.; | <input type="checkbox"/> | <input type="checkbox"/> |
| | (2) Maximum number of employees; | <input type="checkbox"/> | <input type="checkbox"/> |
| | (3) Maximum seating capacity, where applicable; and | <input type="checkbox"/> | <input type="checkbox"/> |
| | (4) Number of parking spaces existing and required for the intended use. | <input type="checkbox"/> | <input type="checkbox"/> |
| x. | A complete set of building drawings and plans as approved by the State Certified Building Department may be required by the Township Zoning Commission. | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION E. ACCESS CONTROL REQUIREMENTS

Good land use and site planning are directly linked to the capacity of roadways to efficiently move traffic through an area and to provide safe access to adjoining property. Achieving an appropriate balance between roadway access and capacity not only reduces future congestion and accident rates, but also enhances emergency vehicle response times. While other government entities exercise control over roadway access, Perrysburg Township exercises related land use controls. To coordinate the development approval process, the developer/property owner shall meet the following requirements:

- 1. When a Traffic Impact Study (TIS), is required by the Ohio Department of Transportation (ODOT) according to the ODOT Highway Access Management Manual or Wood County pursuant to ORC 5552, a copy of the submitted TIS shall also be provided to Perrysburg Township as part of the required Site Plan review submission materials.

- 2. When the Ohio Department of Transportation or Wood County do not require a TIS, Perrysburg Township may still require a TIS if such proposed development would be expected to generate one hundred (100) or more new or additional directional trips during the peak hour of generation according to the most recent version of the ITE trip generation manual. Such a TIS shall meet all of the requirements established by the Ohio Department of Transportation according to the Highway Access Management Manual. The developer / property owner shall provide such a TIS to Perrysburg Township as part of the required Site Plan review materials.

- 3. As part of the Site Plan review process, a specific driveway location(s) may be approved pursuant to an agreement requiring that such driveway(s) be closed when specific circumstances are met. Such circumstances may include the future construction of a service road on adjacent property, the opportunity for a shared driveway with development of adjacent property, or other site-specific circumstances. This conditional approval may be required even if the driveway(s) conforms to all other requirements of this section.

SECTION F. Site Plan Review Process Flow Chart

