



Application for City Planning Commission Findlay, Ohio

Fee _____

Application No. _____

The undersigned requests that the application be approved for the use specified below. Should this application be approved, it is understood that it shall only authorize the particular use described in this application. Any conditions or safeguards required by the Commission shall be considered a part of the approval. The property owner authorizes staff from the City and the City's reviewing agency or other designees responsible right of entry to the subject premises for review purposes based on this application.

Address of Property: _____

Lot Number & Subdivision Name: _____

Zoning District: _____ Flood Zone: _____ Parcel: _____

Name of Owner: _____ Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

Applicant (If not Owner) Name: _____ Address: _____

City, State, Zip: _____ Phone: _____

Contractor: _____ Address: _____

City, State, Zip: _____ Phone: _____

Description of Proposed Use/Development: _____

Application Type:

- | | | |
|---|---|---|
| <input type="checkbox"/> Change of Non-Conforming Use | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Site Plan Review |
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Flood Plain Variance | <input type="checkbox"/> Special Review |
| | <input type="checkbox"/> Preliminary Plat | |

This application, 3 copies of the required materials, and fee shall be submitted according to the schedule of meetings (available at zoning office or on the City of Findlay website) to be considered for placement on the agenda. Stamped addressed envelopes for abutting property owners shall be submitted with the application.

Owner or Agent Signature

Date

All items are to be submitted to the City Planning Commission, 318 Dorney Plaza, Room 304, Findlay OH 45840. If you have any questions regarding procedure, please contact the Regional Planning Commission office at (419)-424-7094.

A determination of application completeness will be made within 7 working days. If the application is not considered complete, Staff will give the applicant a list of the deficiencies and, if submitted within the time period specified in such notice, the item will be placed on the agenda.

Site Plan – Require Full Set of Existing Conditions and Construction Drawings

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|---|--|--|---|
| <input type="checkbox"/> Scale of not less than 1"=30' if the subject property is less than three (3) acres, and 1"=100' if three (3) acres or more. | <input type="checkbox"/> Location of proposed access driveways, internal drives, loading areas, signs, freestanding lights, greenbelts, screening, refuse and service areas. | basis of computation of required off-street parking spaces. | <input type="checkbox"/> Name and address of the person responsible for the preparation of the site plan. |
| <input type="checkbox"/> Dimensions of all lot and property lines showing the relationship of the subject property to abutting properties; buildings and access drives within 100 feet of the property. | <input type="checkbox"/> Proposed sidewalk construction in compliance with the City standards and street rights-of-way. | <input type="checkbox"/> Proposed phasing of site development. | <input type="checkbox"/> Location of all freestanding signage. The Commission approval does not include signage but the location may affect the available parking and site grading. |
| <input type="checkbox"/> Proposed layout including the location and footprint and dimensions of all canopies and/or overhangs, buildings, parking areas, screening, lighting and landscaping. | <input type="checkbox"/> Proposed utility locations relative to waterline, sanitary, and storm sewers. | <input type="checkbox"/> Method of storm water collection; including elevations, catch basins, and direction of surface flow. A one-hundred-year storm detention is required and calculations must accompany the site plan. Existing developments may seek relief. | <input type="checkbox"/> Building elevations showing the proposed building heights, number of stories, floor plans and indicating material used in accordance with Chapter 1161.02.7. |
| | <input type="checkbox"/> If multiple-family residential development, attach a schedule of units and floor plan of the proposed structure. | <input type="checkbox"/> Ohio Professional Engineer approval/seal when the design requires calculation for storm water retention, sanitary sewer and/or pavement design. | <input type="checkbox"/> Refer to City of Findlay Zoning Ordinance for specifics pertaining to zoning requirements |
| | <input type="checkbox"/> All proposed uses shall indicate on the drawings the | | |

Final Plat -

- | | |
|--|--|
| <input type="checkbox"/> Complete set of construction plans submitted to Engineering Department | <input type="checkbox"/> 3 copies of restrictive covenants Engineer/Surveyor seal |
| <input type="checkbox"/> 15 copies of plat being a maximum size of 20" x 28" per the County Auditor requirements | <input type="checkbox"/> Engineers estimate |
| <input type="checkbox"/> Water and sewer committee approval (when applies) | <input type="checkbox"/> Performance and maintenance bond |
| <input type="checkbox"/> Subdivision name | <input type="checkbox"/> Form letter for street dedication completed |
| <input type="checkbox"/> Date, north point, and scale | <input type="checkbox"/> Legal description |
| <input type="checkbox"/> Plat boundaries with angular and lineal dimensions | <input type="checkbox"/> Name and address of Engineer/Surveyor who prepared the plat |
| Locations and names of proposed: | <input type="checkbox"/> Bearings and distances to established monuments |
| <input type="checkbox"/> Street right-of-way <input type="checkbox"/> Setback | Locations and Names of Existing: |
| <input type="checkbox"/> Easements <input type="checkbox"/> Lot # <input type="checkbox"/> Lot Dimensions | <input type="checkbox"/> Street Right-of-way |
| <input type="checkbox"/> Curve Data <input type="checkbox"/> Public Land | <input type="checkbox"/> Adjoining Subdivision Easements |
| <input type="checkbox"/> Monument Description | <input type="checkbox"/> Base flood elevation data |
| | <input type="checkbox"/> Phasing of site development |
| Certifications for property inside corporation: | Certification for property outside corporation: |
| <input type="checkbox"/> Chairman of City Planning <input type="checkbox"/> City Engineer | <input type="checkbox"/> County Board of Health |
| <input type="checkbox"/> Clerk of City Council <input type="checkbox"/> Surveyors | <input type="checkbox"/> Hancock Regional Planning |
| <input type="checkbox"/> Notarized owners' signatures of plat dedication | <input type="checkbox"/> County Engineer |
| <input type="checkbox"/> Dedication of street and public areas | |