

**VILLAGE OF HARTVILLE, OHIO**

202 W. Maple Street

Hartville, Ohio 44632

(330) 877-9222

**PLANNING COMMISSION APPLICATION**

Date Submitted: \_\_\_\_\_

**\*Please include 5 sets of plans ( 11” x 17” ) and 1 PDF Electronic file of the plans emailed to office@hartvilleoh.com.**

**Nature of Request:**

\_\_\_\_\_ Lot Split – Replats (\$100.00)

\_\_\_\_\_ Subdivision Preliminary Plat (\$200.00 + \$5.00/lot)

\_\_\_\_\_ Subdivision Final Plat (\$200.00 + \$10.00/lot)

\_\_\_\_\_ General Plan Review (\$200.00 & \$75.00 + \$1.00 per 100 Sq. ft. for Zoning Permit)

\_\_\_\_\_ Vacate Street/Alley (\$200.00 + \$1.00/Lineal foot)

Location (Lot Number and/or Address) \_\_\_\_\_

**Submitted by:**

\_\_\_\_\_ Applicant: Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_ Property Owner: Name: \_\_\_\_\_

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

\_\_\_\_\_

**Deadline for submitting applications to the Planning Department Staff is no later than 12 noon and the 30<sup>th</sup> of each month. Planning Commission meets the 2<sup>nd</sup> Tuesday of each month at 7:00 p.m.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Signature of Owner**

**FOR DEPARTMENT USE ONLY**

**APPROVED BY:**

**VILLAGE OF HARTVILLE PLANNING  
COMMISSION**

**DATE:** \_\_\_\_\_

## REQUIREMENTS

- 1) FIVE (5) PAPER COPIES (11" X 17") OF THE SITE PLAN, AND ONE (1) PDF FILE OF PLANS EMAILED TO OFFICE@HARTVILLEOH.COM, AND OTHER RELEVANT INFORMATION WILL BE REQUIRED WITH ALL APPLICATIONS.

The paper copies should be collated, folded & stapled.

- 2) TYPEWRITTEN LETTER OF INTENT.
- 3) REZONING REQUESTS WILL REQUIRE A LEGAL DESCRIPTION OF THE PROPERTY.
- 4) SITE PLAN CHECKLIST:

The final development plan shall be prepared by a qualified professional and drawn to an appropriate scale and shall disclose all uses proposed for the development, their location, extent and characteristics and shall include, unless parts are not applicable to necessary and are waived by the Planning Director for certain types of projects, the following maps, plans, designs and supplementary documents:

- a. An accurate legal description prepared by or certified by a registered surveyor of the state;
- b. A property location map showing existing property lines, easements, utilities and street rights-of-way;
- c. A development plan indicating:
  1. Use, location and height of existing and proposed buildings and structures, including accessory buildings, structures and uses, along with notation of the development standards for building spacing, setback from property lines, and maximum building heights;
  2. Location and configuration of off-street parking and loading areas, the arrangement of internal and in-out traffic movement including access roads and drives.
  3. Adjacent streets and property including lot lines, buildings, parking and drives within 200 feet of the site;
  4. Proposed and existing fences, walls, signs, lighting;
  5. Location and layout of all outdoor storage areas including storage of waste materials And location of trash receptacles;
  6. Sanitary sewers, water and other utilities including fire hydrants, as required, and proposed drainage and storm water management.
- d. Proposed landscaping and screening plans indicating the preliminary description of the location and nature of existing and proposed vegetation, landscaping and screening elements and the existing trees to be removed.