

REQUIREMENTS

1) PROVIDE ONE (1) **PDF FILE** (EMAILED TO OFFICE@HARTVILLEOH.COM) AND **THREE (3) PAPER** COPIES (11" X 17") OF THE FOLLOWING:

- APPLICATION, SITE PLAN AND A TYPE WRITTEN LETTER OF INTENT/REASON FOR REQUEST
- ZONING PERMIT (FOR NEW CONSTRUCTION ONLY)
- **ZONE CHANGE REQUESTS** – SUBMIT A LEGAL DESCRIPTION OF THE PROPERTY ALONG WITH THE ADDITIONAL SHEET LISTING THE OWNERS OF ADJOINING PROPERTIES.

Note: The paper copies should be collated, folded & stapled.

2) 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.
- 3) **PERFORMANCE BOND** – fee based on 10% of the cost for everything **EXCEPT** the building. (asphalt, storm sewer, sewer, paving, landscaping.....)

VILLAGE OF HARTVILLE, OHIO

202 W. Maple Street
Hartville, Ohio 44632
(330) 877-9222

PLANNING COMMISSION APPLICATION

Date Submitted: _____

***Please include (3) sets of plans (11"x 17") and (1) PDF Electronic file of the plans emailed to office@hartvilleoh.com.**

Deadline for submitting applications to the Planning Department Staff is (20) days prior to the scheduled meeting. Planning Commission meets the 1st Monday of each month at 6:00 p.m.

Nature of Request:

_____ Lot Split – Replats (\$175.00) w/\$100.00 Deposit – held until mylar is brought back from Recorder's Office

_____ Subdivision Preliminary Plat (\$250.00 + \$5.00/lot)

_____ Subdivision Final Plat (\$250.00 + \$10.00/lot)

_____ General Plan Review (\$250.00 & \$200.00 + \$0.10 per sq. ft. for Zoning Permit)

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

_____ Zone Change (\$300.00) w/\$100.00 Deposit – held until mylar is brought back from Recorder's Office.

Existing Zone _____ Requested Zone : _____

Location (Lot Number and/or Address) _____

Submitted by:

Applicant:

Name: _____

Address: _____

Email: _____

Signature of Applicant

Phone

Property Owner: Name: _____

Address: _____

Signature of Owner

Phone

LIST THE OWNERS OF RECORD:

Applicant shall list all persons, firms or corporations owning property adjoining (sides, rear and across the street) from the property in subject.

This information may be obtained from the card room of the Stark County Office Building 330-438-0334, or you can visit the Stark County Auditor's Website at <http://auditor.co.stark.oh.us/> and go into Real Estate Search.

[illegible]

CHAPTER 18

SITE PLAN REQUIREMENTS

18.0 Purpose.

The purpose of this Chapter is to provide standards for the Planning Commission for review on all commercial uses.

18.1 Requirements for Submission.

- A. Project title, developer's name, and designer's name.
- B. North arrow, and correct architectural or engineering scale.
- C. Property and setback line.
- D. Zoning and development of adjacent properties.
- E. Location of main and accessory buildings.
- F. Location and type of paved areas such as driveways, curbs, islands, walks, and parking areas.
- G. Location and type of yards, landscaping, fences, and other site improvement.
- H. Areas to be designated as useable open space.
- I. Proposed storm drainage facilities.
- J. Existing and proposed contours at two-foot intervals and building elevations.
- K. Such other information as may be needed in reviewing the site plan.
- L. Exterior building material including all sides and roof

18.2 Review of Site Plan.

- A. Recommendation to approve the site plan by the Planning Commission shall be given upon finding by the Planning Commission that:
 - 1. The site plan shows that a proper relationship does exist between thoroughfares, service roads, driveways, and parking areas to encourage pedestrian and vehicular traffic safety.
 - 2. All the development features including the principal buildings, open spaces, service roads, driveways, and parking areas are so located and related as to minimize the possibility of any adverse effects upon adjacent development.
 - 3. The site plan includes adequate provision for the screening of parking areas, service areas, and active recreation areas from surrounding properties by landscaping and/or ornamental wall or fence.
 - 4. Grading and surface drainage provisions are reviewed and approved by the Village Engineer.
 - 5. The design and construction standards of all private streets are to be built following approval of plans by the Village Engineer and according to construction standards specified in the Village of Hartville Subdivision Regulations. The proposed development shall conform to all applicable provisions of the subdivision regulations.
 - 6. The design and construction standards of all driveways and parking areas shall conform to those standards specified in the Zoning Ordinance and shall be approved by the Village's Engineer.

7. The architectural design of apartment buildings should be developed with consideration given to the relationship of adjacent development in terms of building, height, mass, texture, line and pattern and character.
8. Building location and placement should be developed with consideration given to minimizing removal of trees and change of topography.
9. Paved off-street parking and service areas shall be required; parking spaces shall contain at least one hundred eighty (180) square feet and shall be provided at the rate of two (2) spaces per dwelling unit in each apartment building; and paved vehicular access drives of at least ten (10) feet in width shall be required for parking areas of eight (8) vehicles or less capacity and two-way drives of twenty (20) feet paving width minimum shall be required for parking areas of nine (9) or more vehicle capacity.
10. Planning Commission may refer the site plan to the Village Engineer, Zoning Administrator/Inspector, and/or Fire Chief for their review and opinion. Or the Commission may request the presence of above Village officials when reviewing the site plans.
11. No site plan approval made by the Planning Commission shall be effective until the same is reviewed by the Council of the Village of Hartville and ratified by a majority vote of the Council of the Village of Hartville at a regular meeting of the Council of the Village of Hartville or a special meeting of the Council of the Village of Hartville called for that purpose.
12. "Any Conditional Approvals" of Planning Commission must be resolved prior to the presentation of council for final approval.
13. The use, placement, and dimensions of all buildings, driveways, sidewalks, parking areas, curb cuts, and recreational areas, and the installation of landscaping, fences, and walls, shall conform to the approved site plan.
14. A performance bond or other financial guarantee shall be placed with the Village Fiscal Officer to ensure that the landscaping be installed, that the hard surfacing of the private drives, and parking areas, be installed and that the surface water drainage be installed all in conformance with approved plans. Said bond or financial guarantee shall be equal to one hundred twenty-five percent (125%) of the estimated cost as determined by the Village's Engineer.

****Note:** The current village zoning map is the version to be used when coming before the Planning Commission.

CHAPTER 19

BUFFERYARDS AND LANDSCAPING

19.0 Purpose.

The purpose of this Chapter is to provide minimum standards involving the development of land to provide attractive views from roads and adjacent properties, to screen visually undesirable uses from view, to require screening between incompatible land uses, and to protect the health, safety and welfare of the community through the reduction of noise, air and visual pollution, and headlight glare.

19.1 Applicability.

This Section shall apply to new property development and any collective substantial expansion of existing structures, except for individual single family and two-family dwellings and parking lots of five (5) spaces or smaller. Substantial expansion of existing structures shall be defined as an increase of the existing structure by twenty (20) percent or more.

19.2 General Requirement for Submission.

Any property to which this Section applies shall submit a buffer yard plan to the Planning Commission as part of the Site Plan Review process required in Chapter 18. Buffer yard plans shall be prepared by a nursery and/or certified by a design professional practicing within their areas of competence. The site plan shall contain the following information:

- A. Plans must be at a reasonable scale to indicate all types of proposed landscaping improvements at a minimum of 1" = 20' and shall include the following minimum information:
 - 1. North arrow and scale.
 - 2. The name of applicant/owner.
 - 3. The name, address and phone number of the person or firm responsible for the preparation of the buffering plans.
 - 4. The dates the plans are submitted or revised.
 - 5. All existing and proposed buildings and other structures, paved areas, planted areas, utility poles, fire hydrants, light standards, signs, fences and other permanent features to be added and/or retained on the site.
 - 6. All existing plant material to be removed or retained and all new landscaping materials to be installed.
 - 7. All existing and proposed streets, sidewalks, curbs and gutters, railroad tracks, drainage ditches and other public or semi-public improvements within and immediately adjacent to the site.
 - 8. All property lines and easements.
 - 9. Any other information which is deemed appropriate by the Planning Commission.
 - 10. Details shall be shown for the planting of the types of trees, shrubs and ground cover within the buffer yard or landscaped area.

19.3 Approval.

No site or development plan required under this Zoning Code shall receive final approval unless a landscaping plan has been submitted and approved. No Permit of Zoning shall be issued unless such plan has been fully implemented on the site, or such plan cannot be implemented immediately due to seasonal conditions, but has been guaranteed by a postponed improvement agreement between the developer and the Village.

19.4 Buffer yard and Screen Standards.

- A. All landscaping materials shall be installed and maintained according to accepted nursery industry procedures. The Owner of the property shall be responsible for the continued maintenance of all landscaping materials, and shall keep them in a proper, neat and orderly appearance, free from refuse and debris at all times. All unhealthy or dead plant material shall be replaced within one year, or by the next planting period, whichever comes first. Violation of these installation and maintenance provisions shall be grounds for the Zoning Administrator/Inspector to refuse an occupancy permit, require replacement of the landscape material, revoke a zoning permit or institute legal proceedings to enforce the provisions of this Section.
- B. Once a buffer yard has been approved by the Planning Commission and established by the owner, it may not be used, disturbed or altered for any purpose.
- C. All specifications for the quality and installation of trees and shrubs shall be in accordance with the most recent edition of "American Standards for Nursery Stock" published by the American Association of Nurserymen. All plant material shall be free from disease and damage. All plant material shall be planted in a manner that is not intrusive to utilities, pavement, pedestrian traffic or vehicular traffic. All required plant material shall be planted within one year or by the next planting season, as outlined in the latest edition of "American Standards for Nursery Stock", after all construction activity in the area of the new planting has ceased.
- D. Canopy trees shall be deciduous trees with a minimum of twelve (12) feet overall height or a minimum caliper of two (2) inches when installed, and have an expected height of at least 35 feet at maturity. Evergreen trees shall be a minimum of five (5) feet in height when installed. Understory trees shall be a minimum of five (5) feet in height in clump form or a minimum caliper of 1.5 inches in single stem form when installed. Shrubs shall be at least eighteen (18) inches in height or 24 inches in spread when installed.
- E. The objective of providing a screen is to visually hide whatever is behind the screen. The screen shall be completely opaque. The following standards for each screening material shall be required.
 - 1. When plant material is used as screening it shall meet all height requirements in accordance with this Chapter. Height requirements will be considered met when plants are selected whose height at maturity as certified by a licensed Landscape Architect or Certified Horticulturist.
 - 2. To be counted towards screening requirements, evergreen trees and evergreen shrubs shall be planted close enough to fulfill the objective as defined in this Section. Spreading evergreen trees should be planted eight (8) feet on center. Narrow evergreen trees should be planted four (4) feet on center. Designation of evergreen trees as spreading or narrow shall be certified by a licensed Landscape Architect or certified Horticulturist. Evergreen shrubs should be planted at a maximum of four (4) feet on center.

3. Plant material may be used in conjunction with fences, walls and berm, but the overall effect shall be a completely opaque continuous screen at maturity. Plants may be planted in rows or be staggered, but the overall effect shall be a completely opaque screen.
4. Fences should be used where appropriate to create an effective screen between incompatible uses. Fences to be used as screens should be approved by the Planning Commission during review of the landscape plan and shall be in conformance with regulations as established in Chapter 4.

19.5 Screening and Buffering Required.

- A. In order to provide protective screening and buffers for residential areas adjacent to nonresidential areas, the Planning Commission shall require a wall, fence or greenbelt to be provided by the nonresidential property owner in accordance with the Buffer Yard Requirements set forth in Chapter 19. The Planning Commission shall also use the following criteria to evaluate proposed screening and buffer yard requirements:
 1. Screening areas shall be provided for the purpose of minimizing the friction between incompatible land uses and improving the aesthetic and functional quality of new development.
 2. Where vegetative and/or topographic conditions that provide a natural screening and buffer exist prior to development of properties in question, every effort shall be made to retain such conditions. In such cases, additional screening may not be required, provided that provision is made for maintenance of such areas.
 3. The Planning Commission may waive the requirement for a wall, fence or greenbelt if equivalent screening is provided by existing or planned parks, parkways, recreation areas or by topography or other natural conditions.

*****SEE FOLLOWING PAGE FOR DIAGRAM*****

19.6 Buffer yard Requirements.

WHEN...	IS PROPOSED TO ABUT...	A MINIMUM BUFFERYARD OF...
Any commercial land use	Any residential zone or land use	Evergreen trees planted at the boundary at a standard of one tree per 25 feet of linear distance; a fence should be six feet in height and placed at the nonresidential property line. The area between such fence and the property line shall be treated with plantings to form a permanent landscaped area.
Any office land use	Any residential zone or land use	
Any industrial land use	Any residential, office or commercial zone or land Use	
Any multiple family land use	Any R-SF OR R-TF, zone or land use	A buffer yard as specified in Figure 19A.
Any institutional land use	Any residential zone or land use	
Any non-residential or parking lot	Any public right-of-way	A streetscape buffer as specified in Figure 19B.

19.7 Modification.

The Planning Commission shall have the authority to modify any of the aforementioned requirements in this Chapter, in considering an individual site with respect to changes in elevation, environmental impact, durability of plant material, aesthetic appeal, and any other factor that will develop a compatible buffer or screen with the surrounding neighborhood at the time of application.

SEE FOLLOWING PAGE FOR FIGURE 19A

Figure 19A Boundary Buffer yard

Minimum width of buffer	100 Linear Feet	Landscape Material Requirements	
		Canopy Trees	Shrubs
10 ft.		3.3	15
15 ft.		3.3	12.5
25 ft.		3.3	10

Notes:

- 1 1.5 understory trees or 1 evergreen tree may be substituted for 1 canopy tree for up to 50% of the required canopy trees.
- 2 A fence, wall, or berm 6 ft. to 8 ft. in height may be used and can substitute for shrub requirements
- 3 All landscape material required for the buffer shall be confined to the boundary buffer.

*****SEE FOLLOWING PAGE FOR FIGURE 19B*****

Figure 19B Streetscape Buffer yard

Minimum width of buffer	100 Linear Feet	Landscape Material Requirements	
		Canopy Trees	Shrubs
OPTION 1 10 ft.		2.5	20
OPTION 2 20 ft. Average (range 10 to 30 ft.)		5 (or existing woodland area)	

Notes:

- 1 Berms shall be a minimum 3 ft. height.
- 2 A fence or wall 3 ft. to 4 ft. in height with 50% or less of its surface open or a minimum 3 ft. grade drop from the right-of-way to the vehicular use area may be used and can be substituted for 50% of the shrub requirements.
- 3 All landscape material required for the buffer shall be confined to within the required landscape strip.

NEW CONSTRUCTION ONLY

PROCEDURES FOR PERMIT APPLICATIONS

The following must be completed when applicants are applying for permits:

1. All information must be completed.
2. **Description section** must be filled out completely to the best of your knowledge.
New Businesses – does not need to fill this section out.
3. A **Site Plan** must be submitted with the following: New Construction, Swimming Pools, Accessory Buildings, Chicken houses, Fences, Decks and Tents
4. Any permit issued shall **automatically expire one year** from its issuance, unless work has commenced under the permit.

Missing information that is needed for approval of permit will not be approved and will be returned to applicant causing a delay of any type of construction.

Hartville Zoning Department

**VILLAGE OF HARTVILLE, OHIO
ZONING DEPARTMENT
APPLICATION FOR
ZONING PERMIT**

Zoning permit No. _____

Date Issued _____

**SANITARY DISCHARGE APPROVAL
BY BOARD OF PUBLIC AFFAIRS**

Date: _____

A scale plan must be submitted with this application showing the size and location of the Lot, the dimensions and location of the proposed building or structure on the lot and the dimensions and location of existing buildings or structures on the lot.

Name of Applicant _____ **Phone** _____

Address _____

Owner of Premises _____ **Address** _____

Email Address: _____

Application is hereby made to: (Description of Work) _____

To be used for (Indicate purpose, number of units or offices, etc.) _____

On premises located at _____

DESCRIPTION

(1) **Size of lot:** _____ **feet wide** _____ **feet deep**

(2) **Size of building or structure:** **Floor area** _____
Maximum: Width _____ **ft.** **Depth** _____ **ft.**

Height: Stories: _____ **feet** _____

(3) **Location on Property:**

Proposed Yards

FRONT _____ **ft. from Property Line to Building or Structure.**

SIDE _____ **ft. from Property Line to Building or Structure.**

SIDE _____ **ft. from Property Line to Building or Structure.**

REAR _____ **ft. from Property Line to Building or Structure.**

(4) **Character of Construction** _____ **(Brick, Frame)**

(5) **Estimated Cost of Work \$** _____

(6) **Present use of Land, Existing Buildings or Structures on Lot:** _____

Signature of Applicant

Please note any additional information on separate sheet and attach to this form.

CERTIFICATION OF ZONING INSPECTOR'S EXAMINATION

I have examined the foregoing application, plans and information, found them not / to conform with the zoning requirements and grant / refuse them a Zoning Permit.

By _____ **Date** _____

SAMPLE SITE PLAN

