

## REQUIREMENTS

- 1) SIX (6) PAPER COPIES (12" X 18"), AND ONE (1) PDF FILE OF THE SITE 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) ZONING PERMIT – NEW CONSTRUCTION
- 3) TYPEWRITTEN LETTER OF INTENT / REASON FOR REQUEST.
- 4) REZONING REQUESTS WILL REQUIRE A LEGAL DESCRIPTION OF THE PROPERTY.
- 5) ZONE CHANGE WILL NEED TO SUBMIT THE ADDITIONAL SHEET LISTING THE OWNERS OF ADJOINING PROPERTIES.
- 6) 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.
- 7) 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 (6) sets of plans (12"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 2<sup>nd</sup> Tuesday of each month at 7:00 p.m.**

**Nature of Request:**

\_\_\_\_\_ Lot Split – Replats (\$150.00)

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

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

\_\_\_\_\_ General Plan Review (\$200.00 & \$75.00 + \$0.06 per sq. ft . for Zoning Permit)

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

\_\_\_\_\_ Zone Change (\$250.00) / Existing Zone \_\_\_\_\_ Requested Zone : \_\_\_\_\_

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

**Submitted by:**

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

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

Phone: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

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

<p><u>FOR DEPARTMENT USE ONLY</u></p> <p>APPROVED BY:</p> <p>VILLAGE OF HARTVILLE PLANNING COMMISSION</p> <p>DATE: _____</p>
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