

**Application for Site Plan Review**

(1) Property Owner(s) Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

(2) Agent / Developer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

(3) Property location / Address: \_\_\_\_\_

Sidwell / Parcel Id \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Township: \_\_\_\_\_

(4) Current Use \_\_\_\_\_ Proposed Use in detail (space available on back of page) \_\_\_\_\_

(5) Current Zoning \_\_\_\_\_

(6) Property Description: Total Acreage: \_\_\_\_\_ Public Road Frontage (feet): \_\_\_\_\_

(7) Are there any Variances to the Zoning Regulations being requested? Yes: \_\_\_\_\_ No: \_\_\_\_\_

(8) Number of employees (if applicable) \_\_\_\_\_

(9) Number of parking spaces \_\_\_\_\_

(10) Application requires compliance with the following in order for the application to be complete:

- Applicant must complete the attached List of Property Owners within 500 feet (Page 3,4).
- Applicant must complete the attached Authorization of Owner, if applicable (Page 5).
- Applicant must complete the attached Temporary License/Right of Entry (Page 6).
- Applicant must complete the applicable items listed on submitting application (Page 7)

Owner(s) Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:**

Fee: \$500.00 Receipt: \_\_\_\_\_ Receipt Date \_\_\_\_\_

Date Legal notice published \_\_\_\_\_ Date of Hearing \_\_\_\_\_

Sent to Departments for comments: \_\_\_\_\_ Department comments returned: \_\_\_\_\_

Date sent to Board of County Commissioners: \_\_\_\_\_ Action of BOCC: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Modified \_\_\_\_\_



**LIST OF PROPERTY OWNERS WITH-IN 500 FEET OF PROPERTY LINES**

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Name \_\_\_\_\_ Sidwell # \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

*(Duplicate as necessary)*

**AUTHORIZATION OF AGENT BY OWNER(S)**

As the owner(s) of the property located at \_\_\_\_\_, I/we do hereby authorize \_\_\_\_\_ to act as agent to file and proceed with this application for a Site Plan Review concerning my property as stated in the application for Site Plan Review.

**SIGNED BY:**

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Owner Signature

Date

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Owner (please print)

**WITNESSED BY:**

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Name (please print)

Signatur

e

Date

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Name (please print)

Signatur

e

Date

**TEMPORARY LICENSE/RIGHT OF ENTRY FOR POSTING SIGN**  
(to be completed and signed by all Owner(s) of record)

In accordance with Section 1.303.3 (C), a sign stating the public process for this specific property shall be posted on the property subject to Site Plan Review, accordingly, all Owner(s) do hereby grant to Warren County and its employees or agents a temporary license/right of entry onto the subject property to place and maintain a sign as required in Section 1.303.3 (C) of the Warren County Rural Zoning Code. The duration of this temporary license/right of entry is from the date of execution of the Application for Site Plan Review until the sign is removed by Warren County or its employees or agents on or immediately after the date the final public hearing is closed by the Approving Authority.

**SIGNED BY:**

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Owner Signature Date

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Owner (please print)

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Owner Signature Date

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Owner (please print)

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Owner Signature Date

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Owner (please print)

**WITNESSED BY:**

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Name (please print)                      Signatur                      e                      Date

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Name (please print)                      Signatur                      e                      Date

**SEC 1.303 SITE PLAN REVIEW:**

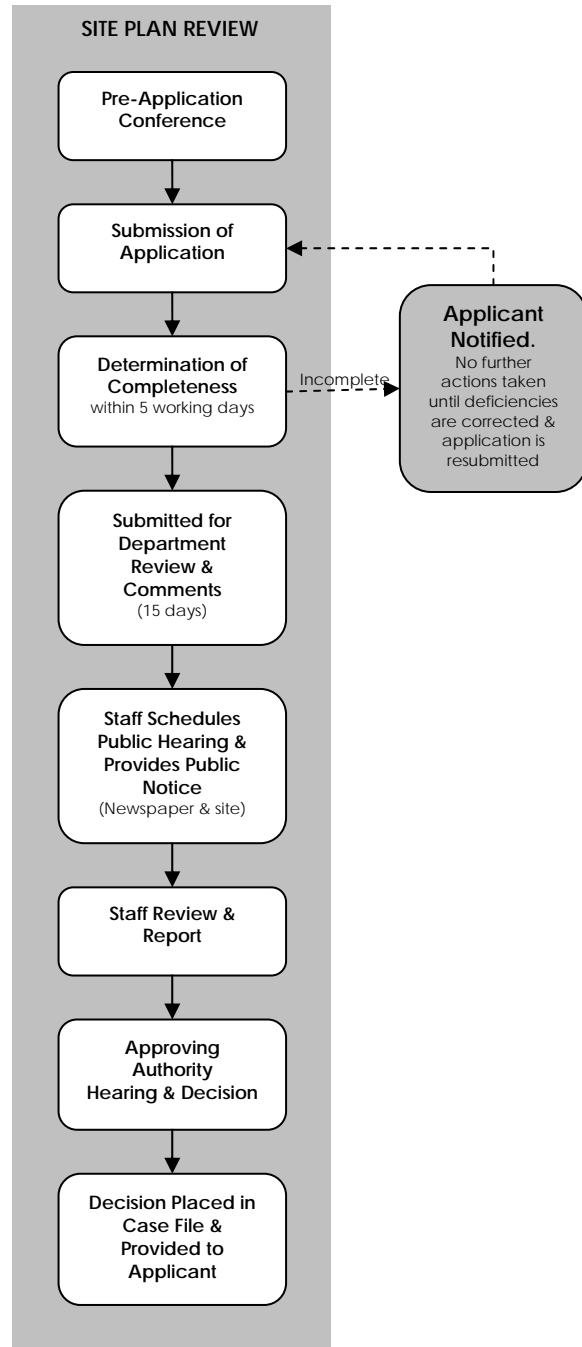
**1.303.1 Applicability:** Certain uses require site plan review by the Approving Authority.

- **Warren County Board of Commissioners (BOCC);** BOCC review is required for uses indicated in the Table of Permitted Uses (Section 2.205).
- **Warren County Board of Zoning Appeals (BZA);** BZA review is required for all conditional uses indicated in the Table of Permitted Uses (Section 2.205).
- The Approving Authority shall review the site plan in the interest of public health and safety, as well as, public convenience, comfort, prosperity, or general welfare, as applicable, by considering the following factors:
  - (A) To protect the long-term public interest by reviewing the internal and external relationship of development that may have considerable potential significance and impact to the county;
  - (B) To ensure the application of quality design principles within new and redevelopment projects;
  - (C) To determine the impact on the public, including, but not limited to, the neighboring properties.
  - (D) To ensure that new development contains elements of internal cohesiveness and factors that promote good neighborhood atmosphere;
  - (E) Suggestions of the Comprehensive Plan;
  - (F) To promote the orderly and safe flow of vehicular and pedestrian traffic;
  - (G) To confirm that all requirements of this Code applicable to development and operation of the use are satisfied; and
  - (H) To confirm that the proposed plan satisfies other County, State, and/or Federal standards which are applicable to permitting the proposed use and/or development.

**1.303.2 Exemptions:**

- (A) Site Plan Review process is not required for the following:
  - (1) Uses exempt per the Table of Permitted Uses;
  - (2) Change in the ownership of any land or structure;
  - (3) Exterior or interior maintenance and repair of any existing use structure;
  - (4) Re-occupancy of any building or re-use of any structure with a previously permitted use;
  - (5) Proposed use, construction, removal, or alteration of exempt agricultural use structure. Nevertheless, proposed structures in a regulatory floodplain must satisfy the Warren County Flood Damage Reduction Regulations;
  - (6) Proposed construction, removal, or alterations of a single-family or two family-dwelling not located in a one-hundred (100) year floodplain or accessory structure containing not more than five-hundred seventy-six (576) square feet which is located within the flood fringe;

- (7) Interior alteration of a building used for and approved principal or accessory use;
- (8) Exterior alteration of a building used for, and approved principal or accessory use which does not expand the building footprint by more than twenty-five percent (25%) compared to the building footprint within the past five years;
- (9) A change of occupancy within the same use category, provided no modification of the site is proposed or required by the standards of this Code – such as an increase in the number of required parking spaces, landscape buffering – and that such change maintains compliance with all applicable requirements of this Code;
- (10) Any use and/or structure which is solely approvable by the Zoning Inspector; and
- (11) Land and structures, not including buildings, required in the provision of essential services defined in this Code, public utilities, and/or railroads.



**1.303.3 Application Requirements:** The required application form, fee, and information to accompany the site plan must satisfy the following requirements, unless the Zoning Inspector determines otherwise:

**(A) Site Plan Drawing Format and Number of Copies Required:**

- (1) The site plan shall be drawn to a scale specified appropriate by the Zoning Inspector. Information must be clear and legibly drawn;
- (2) Eleven (11) folded copies of the site plan drawn on sheets no greater than twenty-four (24) inches by thirty-six (36) inches; and,

**(B) Site Plan Minimum Information:** The minimum information which must be provided on the site plan and/or in other documents submitted for site plan review follows:

- (1) Name, address, and phone number of the applicant site owner, and agent, if applicable, and the fax number and e-mail address of each, if available. If applicable, the name, identification number, and seal of the architect, landscape architect, engineer, or surveyor;
- (2) A title block giving a name for the proposed use/development, and a legend, notes, and/or labels explaining the drawn content shown on each drawing, and; a legal description, parcel identification number, and address of the property in question;

- (3) Notation of the month and year submitted and a place for noting revision date(s);
  - (4) Written and graphic scale of the plan drawing(s);
  - (5) Vicinity map drawn to scale with a north arrow and in display of the site location in relation to the surrounding road network and local jurisdictions;
  - (6) Legal and common description of the site boundary and the parcel(s) involved shown on the plan, detailing the bearing and dimension of each course of the boundary line;
  - (7) The acreage and/or square footage of the site;
  - (8) The zoning classification(s) of the site and of all abutting parcels;
  - (9) Applicant shall provide a list of the owners of property within five hundred (500) feet from the parcel lines of each property that is the subject of the public hearing and two sets of mailing labels for each property owner.
  - (10) Location and dimensions of proposed/existing streets, driveways, sidewalks, and any other walkway within the site, with notation of County Thoroughfare Plan specified right-of-way, the pavement type, width, and construction design details noted and depicted for each;
  - (11) Schematic depiction of existing and proposed locations of gas, electric, phone, fiber-optic, and other telecommunication lines and terminal facilities, sanitary sewer lines or septic system components, water service lines, wells, fire hydrants and emergency connections, storm water drainage management components, and sewer lines;
  - (12) Location and dimensions of proposed/ existing easements and notation of the percentage of the site occupied by the easements;
  - (13) Existing and proposed topography on and in proximity of the site represented with elevation contour lines depicted according to the following intervals: one (1) foot for zero (0) to six (6) percent slopes; two (2) foot for six (6) to eighteen (18) percent slopes; and five (5) foot for slopes over eighteen (18) percent; and
  - (14) Location of existing surface water feature, natural or man-made, including lakes, ponds, runoff control basins, marshes, wetlands, rivers, creeks, streams, or other drainage way.
  - (15) A tree survey that includes information on all existing trees 6" DBH or larger. Information shall include the location, size, and condition of each tree. If the site is heavily wooded and large areas are to be protected, individual trees do not need to be surveyed. The survey shall reflect all tree preservation, no disturbance and landscape areas.
- (C) **Public Notification:** The Zoning Inspector shall post a sign stating the public process, and where to get additional information.

Written notice of the hearing shall be mailed by the Approving Authority, by first class mail, at least ten days before the date of the public hearing to all owners of property within five hundred (500) feet from the parcel lines of each property that is the subject of the public hearing, to the addresses of the owners appearing on the County Auditor's current tax list. The failure of delivery of the written notice SHALL NOT delay or postpone any such public hearing, and shall not invalidate any action taken at such public hearing.



- (D) **Use and Development Specific Information:** The following information, as determined applicable and necessary by the Zoning Inspector, must be provided on and/or accompany the site plan:
- (1) Existing and proposed land use(s) on and around the site;
  - (2) Notation and depiction of any variance from this Code which has been secured;
  - (3) The schedule for development;
  - (4) The location of each existing and proposed structure with notations of:
    - (a) The type, number, and size of each;
    - (b) The respective distances in feet from the boundary lines of the site;
    - (c) The lowest foundation opening and first finished floor elevations of each building;
    - (d) Existing structures or part(s) thereof that are to be altered or removed;
    - (f) **For residential proposals:** a site summary indicating the number of dwelling unit(s) within each building, the number bedrooms per unit, floor plans, floor area square feet, density computation, recreation facilities and open spaces; and
    - (g) **For non-residential proposals:** the number of offices and number of employees;
    - (h) The number of floors, floor plans, floor area square feet, total square footage, and exterior elevations.
  - (5) The height of each proposed structure as measured in accordance with Sections 3.103.3 and 4.103
  - (6) Off-street parking provisions, the total number, typical dimensions and square footage of the parking spaces, handicapped use designation, widths and turning radii dimensions of all driveways, and pavement material;
  - (7) Off-street loading/unloading provisions, showing the locations and noting the dimensions and square footage of each space;
  - (8) The location of outdoor storage, waste disposal and/or trash containment area along with detail screened and/or buffered plans for each;
  - (9) The location of fences and walls, and cross-section diagram for proposed fences and walls;
  - (10) Landscaping plan, with details of plantings for buffers and screening in accordance with requirements of this Code;
  - (11) The location, type, intensity, height, and orientation of all building exteriors;
  - (12) Documentation of site lighting, along with a photo-metric analysis; and
  - (13) Depiction and description of the location, type, number, and size of display faces, height, setback, and illumination, if any, of all existing and proposed signs.
- (E) **Supplementary Information:** Additional information may be required if deemed necessary by the BOCC, BZA, Zoning Inspector, or RPC. Such additional information may include, but is not limited to, their requirement of a traffic impact study (TIS), market analysis, environmental assessment, condominium documents, and any study or report in evaluation of the proposed impact on public facilities and services. The following information may be required as determined applicable and necessary by the Zoning Inspector:

- (1) Front, side, and rear elevation drawings of structures. Drawn with sufficient details to evaluate visual appearance and function;
- (2) Written certification of the required sewage disposal permits having been issued or able to be issued by the approving authority;
- (3) Certification by the Warren County Engineer or Ohio Department of Transportation (ODOT) and the Fire/EMS Department of jurisdiction that the sight-distance location, configuration and number of existing and/or proposed street and/or driveway access intersections for the use and/or development are acceptable for permitting;
- (4) Certification from the Warren County Building Department, Warren County Engineer and Federal Emergency Management Agency (FEMA) that proposed structure(s) and/or fill within the one-hundred (100) year floodplain is compliant with the requirements of the Warren County Flood Damage Reduction Regulations;
- (5) Stormwater drainage quantity and quality management provisions to the approval of the Warren County Engineer and the Warren County Soil and Water Conservation District;
- (6) Soil erosion and sedimentation control measures as required by the Warren County Soil and Water Conservation District. Control measures address pre and post development, soil type boundaries, predevelopment land cover, clearing limits, wooded areas proposed to remain or, be cleared, and soil stockpiling and sediment trap basins;
- (7) Identification of local airport airspace and indication that the proposed use and height meets Federal Aviation Administration (FAA) and/or the Ohio Division of Aviation standards;
- (8) A statement documenting potential impacts to groundwater and air quality, and other environmental impacts.

**1.303.4 Site Plan Requirements for PUDs and Conditional Uses:** Site Plan Review in a Planned Unit Development (PUD) is subject to BOCC approval per the requirements and process specified in Section 1.303. Site plan approval of a Conditional Use by the BZA is subject to the requirements and process specified in Section 1.306.

**1.303.5 The Review Process:**

(A) **Consultation with Zoning Inspector:** Prior to submitting a site plan application, the applicant or property owner shall first consult with the Zoning Inspector. The purpose of this informal consultation is to discuss applicable standards and technical issues pertinent to the proposal, to comment on required compliance of the proposal to standards of this Code, and to comment on whether or not the site plan application is the necessary and appropriate process for making a decision on the proposed use and/or development. The applicant or Zoning Inspector may also request input on the proposal from staff of other potentially involved regulatory authorities or consultants. A concept sketch plan is not required at this time, but would be helpful to explain:

- (1) The location of the project;
- (2) The proposed uses (in general terms);
- (3) The proposed layout of buildings, parking, access points, open spaces, and drainage facilities;

- (4) The relationship to existing surrounding development; and any other conditions or items relevant to the processing of the application.

- (B) **Formal Submittal and Processing:** The applicant shall formally submit the required application to the Zoning Inspector in accordance with the requirements specified in Section 1.303.3.

The Zoning Inspector, upon accepting the site plan application, has the duty to determine whether the application is complete within five working days of receipt of an application. If the Zoning Inspector determines that the application is not complete, the applicant shall be notified, in writing, of the specific deficiencies of the application including any additional information that must be supplied. The applicant shall be informed that no further action will be taken by the County on the application until the deficiencies are corrected.

Upon receipt of a complete application, the Zoning Inspector shall notify the applicant of completeness, notify surrounding property owners by mail of the public hearing at least ten (10) days prior thereto; submit it and have the advertised public notice in a newspaper of general circulation. The Zoning Inspector shall provide the accepted application to applicable authorities/departments involved for review of the plan and allow fifteen (15) days to respond and receive comments before the Zoning Staff Report is sent to the BOCC.

- (C) **Staff Review and Public Comments:** The Zoning Inspector and other applicable authorities/departments shall provide written comments; report on any deficiencies, problems, or concerns, and offer recommendations. Public comments will be considered and recorded.
- (D) **Review and Action:** The Approving Authority shall consider comments and recommendations received regarding the site plan proposed use and/or development. Upon closing the public hearing, the Approving Authority shall adopt a resolution to approve or deny the site plan as submitted, or to approve with conditions. Conditions may include plan revisions and safeguards to be performed by the applicant. Appeal of the Approving Authority's decision is to the Court of Common Pleas.
- (E) **Case File Record:** Application files maintained by the Zoning Inspector shall contain all written information submitted. The application file is numbered by the year in which the application was reviewed and consecutive to other applications within the same year.

- (1) **Site Plan Review by BOCC:**

- (a) You may reference the audio recording of the proceedings and the written meeting minutes at the BOCC Office.
- (b) The resolution of the Approving Authority in decision on the plan is placed in the case file and provided to the applicant.

- (2) **Site Plan Review by BZA:**

- (a) You may reference the audio recording of the proceedings and the written meeting minutes at the Zoning Office.
- (b) The resolution of the Approving Authority in decision on the plan is placed in the case file and provided to the applicant.

- 1.303.6 Review Criteria:** The site plan review is conducted to determine anticipated impacts on the public health and safety, as well as the public convenience, comfort, prosperity, or general welfare, as applicable. Factors to be considered include those in Section 1.303.1, and the following additional criteria:

- (A) **Adequacy of Information and Compliance with Zoning Code:** The plan contains the Code required information and is presented in an understandable manner that provides an accurate description of the proposed use(s), structure(s), site improvements and impacts. The plan complies with all applicable requirements of the Zoning Code pertinent to the proposal.
- (B) **Design Layout Sufficiency and Sensitivity:** The design components proposed and used are considered sufficient and sensitive to site topography, drainage, parcel configuration, adjacent properties, traffic operations, adjacent streets and driveways, pedestrian access and the type, size and location of buildings.
- (C) **Use Character and Operation Compatibility and Coordination:** The appearance and character of the proposed use and its operational activities are considered compatible and coordinated with surrounding existing and future land use developments.
- (D) **Preservation of Significant Features:** The plan preserves: architecturally, historically and/or culturally significant buildings; wetland, floodplain, streams, aquifer recharge areas; soils areas with severe limitations for use; steep slopes; and tree lines, hedgerows, wooded areas, and trees that are determined valuable to retain.
- (E) **Pedestrian Access and Circulation:** The plan proposes provision of pedestrian circulation and access. Determination of adequacy is based on such provisions being designed to be safe, comfortable, compatible, connected, conflict-free, and compliant with applicable ADA regulations.
- (F) **Vehicular Access and Circulation Streets:** Driveways, parking aisles, and other related elements designed for vehicle access and circulation demands are determined sufficient per evaluation by the Warren County Engineer and Fire/EMS department. These elements are evaluated for safety and function.
- (G) **Parking and Loading:** Off-street parking and loading provisions are determined sufficient based upon the proposed number, size, location, and arrangement of parking spaces and provisions for shared-parking and for compliance with Article 3, Chapter 3 Parking, Loading, and Circulation Standards.
- (H) **Landscaping and Screening:** Evaluated based on the design and effectiveness of landscaping/building material to screen and mitigate negative visual impacts and for compliance with Article 3, Chapter 4 Landscaping and Screening Requirements.
- (I) **Exterior Lighting:** Evaluated for compliance with Article 3, Chapter 5 Lighting Requirements and Standards.
- (J) **Signage:** Evaluated for compliance with Article 3, Chapter 6 Signage Standards and Requirements.
- (K) **Public Service Impact:** The impact to public services facilities and utilities for water, sanitary sewer, natural gas, electricity, telephone and cable, roadways, police, fire and EMS protection, sidewalks, bikeways, and public schools are evaluated in terms of their capacity to accommodate the proposed development.
- (L) **Stormwater Drainage Stormwater Management Plan:** Evaluated based on the quantity and quality of runoff, impact on upstream or downstream property, and a maintenance plan, to the approval of the Warren County Engineer and the Warren County Soil and Water Conservation District.

- (M) **Soil Erosion and Sediment Control:** The plan provisions for minimizing soil erosion during development and preventing sedimentation during and after development are determined acceptable per evaluation by the Warren County Soil and Water Conservation District.
- (N) **Emergency Access and Service Facilities and Public Safety:** The plan provides for emergency access and service facilities (fire lanes, hydrants, and suppression supply connections) within the site as determined necessary per evaluation by the Fire/EMS department of jurisdiction in conjunction with the Warren County Building Department. The proposed use does not pose a threat to public safety.
- (O) **Building Design:** Building design is found harmonious in character with the surrounding area with regard to scale, mass, and orientation.