



Application for Site Plan Review

Monroe Development Department
233 South Main Street, Monroe, Ohio 45050
Phone: 513-539-7374
www.monroehio.org

For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Date of Planning Commission Review:

Fee Paid:

Staff Initials:

Application/Case Number:

Site Plan Review Information

1. The site plan review procedure and applicability requirements are established in Section 1203.06 of the Monroe Planning and Zoning Code.
2. Prior to submitting this application, you are required to meet with staff from the Development Department for a pre-application conference. Please contact the department to schedule the conference.
3. The Monroe Planning Commission reviews all site plan review applications unless specifically exempted in Section 1203.06(B)(3).
4. Approval of a site plan does not constitute approval to begin construction. Applicants with approved site plans are required to submit all applicable zoning permit and building permit applications.
5. Unless an alternative timeline is approved by the Planning Commission, construction related to the approved site plan must begin within one year of the site plan approval or the approval shall be voided. See Section 1203.06(H) for additional information.

Basic Project and Site Information

Project Address:

County: Butler Warren

Total Lot Area:

County Tax Parcel ID:

Project/Development Name:

Existing Zoning District:

Project Type: New Building Expansion of Existing Structure
 Addition to Site (e.g., parking, landscaping, lighting, etc.)

Applicant Information

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact Fax Number:

Contact E-Mail:

Property Owner Name:

The applicant may attach a separate sheet of a paper with contact information for additional people, if necessary (e.g., additional owners, registered engineer, landscape architect, etc.). The same contact information shall be provided for each contact name.

Project Address or Tax Parcel ID:

Additional Project Information

1) Please describe, in detail, any existing uses and/or buildings on the project site.

2) Please describe, in detail, the proposed uses and the proposed development. Provide a summary of the square footage related to each use and/or the total number of proposed dwelling units.

3) What are the anticipated start and completion dates for the project?

Start Date:	Completion Date:
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4) What is the estimated value (in dollars) of the proposed property improvements?

5) Check any relevant procedural reviews applicable to this project:

Conditional Use Variance Administrative Waiver Alternative Equivalent Compliance

If you checked any of the above procedures, please provide specific details on what you are seeking to have approved through the applicable review procedure? Provide the application/case numbers for any related applications.

Project Address or Tax Parcel ID:

Additional Project Information Continued

6) Does the project require any addition permits, licenses, or reviews by outside agencies (e.g., Butler or Warren County, ODNR, OEPA, etc.). Yes No **If yes, please describe below.**

Certification and Signatures

Applicant Signature - I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent zoning permit or other review applications.

Print Name:

Signature:

Date:

Property Owner Signature - If the property owner is not the named applicant on this form, the property owner shall sign the form below acknowledging that the applicant is an authorized agent of the property owner as it relates to proposed project. If the site plan review is for multiple properties, a signature from each property owner is required.

Print Name:

Signature:

Date:

Note: A letter signed by the property owner, authorizing the applicant to act on their behalf may be submitted in lieu of the property owner's signature on this form.

Submittal Requirement Checklist

Submittals shall include 8 copies (minimum of 24" x 36") and 8 copies (minimum of 11" x 17") Additional copies may be required based on project specifics. Final mylars and digital Files will be required after approval.

Digital Submittal Requirements

- | | |
|--------------------------|---|
| <input type="checkbox"/> | All document applications shall be submitted in an electronic format compatible (Adobe PDF) with the city's computer systems. |
| <input type="checkbox"/> | All site plan materials, in map format, shall be submitted in a format compatible with the city's Geographic Information Systems (i.e. shapfile, geodatabase, or dwg) and shall be projected into NAD 1983 Ohio State Plane South - FIPS 3402 coordinate system using US Survey foot units. |

General Information

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Site Plan Review Application form |
| <input type="checkbox"/> | Application fee |
| <input type="checkbox"/> | Copies of the plans and maps established below at a scale no smaller than 1 inch = 100 feet, on full-sized copies unless on 11" x 17" or otherwise noted |
| <input type="checkbox"/> | Any additional information determined to be necessary by the Development Department |

Vicinity Map (Scale may be smaller than 1" = 100')

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Date, north arrow, scale, and a legend for all symbols |
| <input type="checkbox"/> | Project location |
| <input type="checkbox"/> | All surrounding properties, streets, and corporation limits within a minimum of 500' of the outer boundaries of the project site |

Existing Conditions Map

- | | |
|--------------------------|---|
| <input type="checkbox"/> | All existing zoning district classifications on the site and adjacent to the site |
| <input type="checkbox"/> | Parcel boundaries of the site and all parcels adjacent to the site |
| <input type="checkbox"/> | Names of all subdivisions and land owners owning lots adjacent to the site |
| <input type="checkbox"/> | Existing streets within 200' of site with names and centerlines |
| <input type="checkbox"/> | Existing watercourses and bodies of water including any applicable flood hazard areas |
| <input type="checkbox"/> | Planned road network (including street names if available) within 500' of site (if different from existing streets) |
| <input type="checkbox"/> | Existing land uses on the site and adjacent parcels (including across any streets) |
| <input type="checkbox"/> | Railroad infrastructure and rights-of-way |
| <input type="checkbox"/> | All existing easements (including drainage) with dimensions and designation as to type |
| <input type="checkbox"/> | Location of existing curb cuts, private streets, parking and loading areas, pedestrian walks, lighting facilities, and outside trash storage facilities |

Site Layout Plan

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Lot numbers and sizes |
| <input type="checkbox"/> | Square footage (gross) of existing buildings to remain and proposed buildings |
| <input type="checkbox"/> | Required front, side, and rear yard width/setbacks |
| <input type="checkbox"/> | All existing and proposed easements, including dimensions and type (e.g., drainage, access, public utility, etc.) |
| <input type="checkbox"/> | Location, width, and classification of all existing and proposed streets in the development |
| <input type="checkbox"/> | Location of any outdoor storage area(s) that require screening |
| <input type="checkbox"/> | Locations of all proposed external street connections (including street stubs) |
| <input type="checkbox"/> | Location, width, and materials of all sidewalks, trails, and paths (including connections to the public sidewalk system and adjacent developments) |

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Parking Plan and Traffic Control Plan

<input type="checkbox"/>	Traffic impact study, if required
<input type="checkbox"/>	Notation of total number of parking spaces, loading spaces, and stacking spaces required by ordinance
<input type="checkbox"/>	Total number, dimensions, and location of parking spaces proposed off-street, on-street, and within parking structures, including information on handicapped parking spaces
<input type="checkbox"/>	Total number of parking spaces to be provided through approval of shadow parking, off-site parking, or shared parking alternatives
<input type="checkbox"/>	Number, location, and size of loading spaces provided
<input type="checkbox"/>	Number and location of stacking spaces provided
<input type="checkbox"/>	Location, arrangement, and dimensions of vehicular entrances, exits and parking lot aisles
<input type="checkbox"/>	Location of pedestrian walkways and crossings
<input type="checkbox"/>	Number and location of pervious parking spaces, if provided
<input type="checkbox"/>	Proposed traffic control devices (in accordance with the Manual on Uniform Traffic Control Devices)
<input type="checkbox"/>	Signing and striping plan
<input type="checkbox"/>	Fire lanes and areas of parking prohibition
<input type="checkbox"/>	Location of all sight triangles

Stormwater Management Sheet and Drainage Plan

<input type="checkbox"/>	Drainage basin(s) where the site is located and drainage patterns
<input type="checkbox"/>	Existing and proposed locations, types, and sizes of drainage structures and calculations demonstrating how post-development runoff will not exceed pre-development runoff
<input type="checkbox"/>	Erosion and siltation control measures and devices with narrative, including location of outfall for stormwater to proper catch basin (indicated sizes and slopes of existing pipes)
<input type="checkbox"/>	Drainage computations from proposed development to proper pickup point
<input type="checkbox"/>	All proposed elevations and slopes for grading
<input type="checkbox"/>	Description of maintenance procedures for stormwater management devices

Utilities Plan (May be included on Site Layout Plan)

<input type="checkbox"/>	Existing and proposed locations, types, and sizes of all water, sanitary sewer, storm sewer, gas, telephone, power and other utility lines and meters, easements and any other utilities affected by the site (includes above ground utilities and grades and computations where appropriate)
<input type="checkbox"/>	Notation that all new utilities (including cable television, electrical, natural gas, sewer, telephone, and water lines) shall be placed underground
<input type="checkbox"/>	Locations where existing overhead utilities will be relocated underground (if applicable)
<input type="checkbox"/>	Identification of any connections, above or below ground, that are located within the City of Monroe's right-of-way

Landscaping Plan

<input type="checkbox"/>	Exact locations, dimensions, and counts of existing and proposed landscape materials provided within and around vehicular use areas, including the size of landscaping islands
<input type="checkbox"/>	Exact locations and counts of existing and proposed landscape materials provided within any required buffer areas including the type of buffer used, the buffer width provided, the proposed configuration of trees, shrubs, and screening features
<input type="checkbox"/>	Location, size, and species of all existing and proposed street trees
<input type="checkbox"/>	The total number of trees and shrubs provided, and the total number of different species planted
<input type="checkbox"/>	Notations for any existing landscape within sight triangles indicating maximum shrub height or tree canopy height

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<input type="checkbox"/>	Location and amount of credit towards landscape material requirements provided by existing landscaping
<input type="checkbox"/>	Demarcation of existing trees to be removed
<input type="checkbox"/>	Location and amount of all open space set-aside areas by development phase
<input type="checkbox"/>	Details of all open space improvements and common features (e.g., fountains, benches, street furnishings, play equipment, etc.)

Architectural and Building Elevation Plans

<input type="checkbox"/>	Color elevations for each building side facing a public street, alley, public open space, or public building, illustrating compliance with the architectural standards of the applicable zoning district
<input type="checkbox"/>	Dimensions, in feet, of all façade recesses or similar fenestration
<input type="checkbox"/>	Preliminary floor plan for principal buildings
<input type="checkbox"/>	Height of all buildings in feet, including number of building stories
<input type="checkbox"/>	Accessory structure size(s), if applicable
<input type="checkbox"/>	Accessory structure height(s), if applicable
<input type="checkbox"/>	Description of the type of material(s) used on each façade elevation
<input type="checkbox"/>	Illustrative elevation of all fencing, walls, and retaining walls visible from a street, open space, or public building that will be used for buffering or screening of adjacent residential uses, dumpsters, service structures, utilities, parking areas, loading areas, and similar activity areas

Lighting Plan

<input type="checkbox"/>	Location, type, and height of all lighting fixtures (including street lights)
<input type="checkbox"/>	Details on colors and materials for all lighting fixtures
<input type="checkbox"/>	Grid or photometric diagram showing maximum illumination values at the lot line, and uniformity ratios within parking lots, measured in footcandles

Signage Plan

<input type="checkbox"/>	All sign areas, dimensions and height (including shape)
<input type="checkbox"/>	Position of all signs in relation to the use being advertised (may be identified on the site layout plan)
<input type="checkbox"/>	Location and style of all address numbers, building numbers, or allowable building identifications
<input type="checkbox"/>	Plan of illumination for the sign including information on message timing for electronic message centers
<input type="checkbox"/>	Landscaping around base of sign (may be identified on the landscaping plan)