



BOARD OF SITE ARRANGEMENT
Site Plan Review Checklist

This form must be included with each submittal for any Board of Site Arrangement development plan review, along with a Development Application form. *Failure to submit all of the requirements listed here may result in an application being removed from the agenda for the next available meeting.*

PROJECT ADDRESS _____

CONTACT _____ PHONE _____

The Site Plan shall be to scale on 12x18 inch (half-size) or on 11x17 sheets and shall include the following:

FOR CONCEPT REVIEW:

	Included	N/A
Vicinity Map with north arrow that includes all adjacent properties and owners of record		
Plat prepared by a registered Surveyor showing existing property lines, existing structures, and existing pavement areas		
Zoning designation of subject and adjacent properties		
Proposed structures and pavement areas		
Detention basin location and outlet point (if applicable)		

FOR FINAL REVIEW (in addition to Concept Review requirements listed above):

	Included	N/A
Existing storm and sanitary sewers, water mains, culverts and other underground structures		
Proposed storm and sanitary sewers, water mains, culverts and other underground structures		
Existing contours at 2' maximum intervals extending 100' into adjacent properties		
Proposed contours at 1' maximum intervals		
Proposed structures, including footprint area and elevation		
Parking and sidewalks areas, including drive aisle and parking space dimension		
Landscaping plan, including species, quantity, and size		
Trash facilities, including dumpster pad and enclosure details		
Photometric plan, including poles and fixtures		
Building elevations of all sides, including materials and colors		
Actual material and color samples of siding, roofing, window, and other exterior treatments		
Details of all proposed signage		
Ohio Registered Design Professional wet stamp with signature and date		

Additional stormwater management information shall be submitted based upon the requirements of the Stormwater Management Checklist.