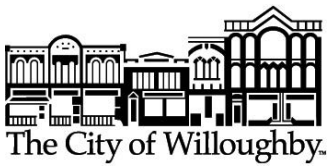


CITY OF WILLOUGHBY DEVELOPMENT PLAN APPLICATION

Willoughby Building Dept.
One Public Square
Willoughby, OH 44094
(440) 953-4118

1 OF 3

1	<p>APPLICANT</p> <p>Name and Company (if applicable) _____</p> <p>Contact Address _____</p> <p>Phone _____ Email _____</p>																											
2	<p>PROPERTY OWNER</p> <p>Name and Company (if applicable) _____</p> <p>Contact Address _____</p> <p>Phone _____ Email _____</p>																											
3	<p>SITE LOCATION</p> <p>Address/Suite No. _____</p> <p>Zoning District _____ Parcel Number _____</p>																											
4	<p>DEVELOPMENT TYPE</p> <p style="margin-left: 20px;">New construction or expansion in Multi-family, business, industrial or airport districts</p> <p style="margin-left: 20px;">All Conditional Uses</p> <p style="margin-left: 20px;">Modification of use, site, parking or site circulation</p> <p style="margin-left: 20px;">Increase of dwelling units in a multi-family development</p> <p style="margin-left: 20px;">Addition of envelope lot development to previously approved multi-family housing group development</p>																											
5	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>CHECKLIST</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>ITEMS REQUIRED FOR SUBMITTAL (10 COMPLETE SETS) 11" X 17"</u></th> <th style="text-align: right; border-bottom: 1px solid black;"><u>OFFICE USE</u></th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">A. Accurate legal description prepared /certified by registered surveyor of the state</td> <td></td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="padding-left: 20px;">B. Property location map showing existing property lines, easements, utilities and street rights of way;</td> <td></td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="padding-left: 20px;">C. A development plan indicating:</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">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.</td> <td></td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="padding-left: 40px;">2. Location and configuration of off-street parking and loading areas, the arrangement of internal and in-out traffic movement including access roads and driveways; land and other pavement markings to direct and control parking and circulation; and the location of signs related to parking and traffic control;</td> <td></td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="padding-left: 40px;">3. Adjacent streets and property including lot lines, buildings, parking drives, and sidewalks within 200 feet of the site</td> <td></td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="padding-left: 40px;">4. Proposed and existing fences, walls, signs, lighting;</td> <td></td> <td style="text-align: right;">_____</td> </tr> <tr> <td style="padding-left: 40px;">5. Location and layout of all outdoor storage areas including storage of waste materials and location of trash receptacles;</td> <td></td> <td style="text-align: right;">_____</td> </tr> </tbody> </table>	<u>CHECKLIST</u>	<u>ITEMS REQUIRED FOR SUBMITTAL (10 COMPLETE SETS) 11" X 17"</u>	<u>OFFICE USE</u>	A. Accurate legal description prepared /certified by registered surveyor of the state		_____	B. 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 driveways; land and other pavement markings to direct and control parking and circulation; and the location of signs related to parking and traffic control;		_____	3. Adjacent streets and property including lot lines, buildings, parking drives, and sidewalks 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;		_____
<u>CHECKLIST</u>	<u>ITEMS REQUIRED FOR SUBMITTAL (10 COMPLETE SETS) 11" X 17"</u>	<u>OFFICE USE</u>																										
A. Accurate legal description prepared /certified by registered surveyor of the state		_____																										
B. 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 driveways; land and other pavement markings to direct and control parking and circulation; and the location of signs related to parking and traffic control;		_____																										
3. Adjacent streets and property including lot lines, buildings, parking drives, and sidewalks 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;		_____																										



CITY OF WILLOUGHBY DEVELOPMENT PLAN APPLICATION

Willoughby Building Dept.
One Public Square
Willoughby, OH 44094
(440) 953-4118

2 OF 3

OFFICE USE

6. Sanitary sewers, water and other utilities including fire hydrants, as required, and proposed drainage and storm water management; _____

7. Dimensions of all buildings, setbacks, parking lots, drives, walks and sidewalks. _____

D. Topographic maps showing existing and proposed grading contours, and major vegetation features, including existing trees over six inches in diameter, wooded areas; wetlands and other environmental features; _____

Landscaping Plan indicating:

E. Landscape Plan indicating:

1. Proposed landscaping and screening indicating the preliminary description of the location and nature of existing and proposed vegetation, landscaping and screening elements; _____

2. Identification of vegetation and trees to be removed; _____

3. Locations of all proposed landscape elements with keyed schedule of all landscaping. The landscape schedule shall include, but not be limited to, common name of landscape elements, size of proposed landscaping including caliper, container size and/or height; _____

4. the Planning commission may request, as part of its Landscaping Plan Review, additional landscaping and related details including, but not limited to, the use of permeable pavers, bioretention areas, vegetated swales/dry swales, sand/organic filters, elimination of curbs and gutters, riparian buffers, and other sustainable site design practices; _____

5. The use of indigenous landscaping is encouraged with emphasis on native species capable of withstanding local environmental conditions. The Planning Commission shall review and approve, or may require alternatives to, proposed landscaping selections. _____

6. Minimum landscaping sizes shall be:

a. Deciduous and Ornamental Tree minimum 2" caliper; _____

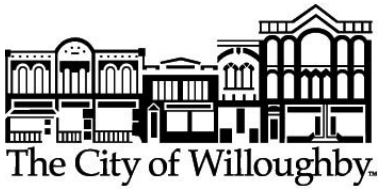
b. Evergreen Tree minimum 6; height; _____

c. Deciduous Shrub minimum 24" height; _____

d. Evergreen Shrub minimum 18" height. _____

F. Preliminary architectural sketches completed in color and preferred in three-dimensional renderings of buildings and other structures, floor plans, site construction materials and signs; _____

G. Summary table showing total acres of the proposed development; number of acres devoted to each type of residential and/or non-residential use including streets and open space; number of dwelling units by type; _____



CITY OF WILLOUGHBY DEVELOPMENT PLAN APPLICATION

Willoughby Building Dept.
One Public Square
Willoughby, OH 44094
(440) 953-4118

		<u>OFFICE USE</u>
	<p>H. Environmental Assessment Statement, as set forth in Chapter 1109. _____</p> <p>I. A recommendation from the Design Review Board, pursuant to the authority and procedures in Chapter 1347, for any proposal related to an historic building or in an historic district; _____</p> <p>J. Other features necessary for the evaluation of the development plan as deemed necessary by the Building and Zoning Inspector or Planning Commission. _____</p>	
6	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>AN ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) IS <u>REQUIRED</u> TO BE SUBMITTED IN CONJUNCTION WITH THE DEVELOPMENT PLAN APPLICATION.</p> </div> <p>THE PLANNING COMMISSION WILL REVIEW THE DEVELOPMENT PLAN AND SUPPLEMENTAL INFORMATION INCLUDING SAMPLES OF THE BUILDING EXTERIOR FINISH, WHICH SHOULD BE BROUGHT TO THE MEETING IF POSSIBLE.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>The Ingress/Egress and Parking Board (IEP) performs the initial review of site access including parking, aisle and driveway widths, location of fire hydrants, and other police and fire safety issues. Please provide 4 additional 11" X 17" site plans for this meeting.</p> </div> <p><u>Deadline submittal shall be 30 days prior the date of the next available meeting.</u> Commission meetings are held at 7:00 P.M. on the 2nd & 4th Thursdays of the month (excluding holidays). Contact the Boards & Commissions Secretary at (440) 953-4334 to confirm meeting dates and times.</p>	
	<p>APPLICANT SIGNATURE _____ DATE _____</p>	
	<p>FEES</p> <p>All developments in residential districts except one or two-family detached dwellings and their appurtenant structures \$100 _____</p> <p>All developments in business districts \$100 _____</p> <p>All developments in industrial districts \$125 _____</p>	
	<p style="text-align: center;">CASH CREDIT CARD CHECK # _____</p> <p>RECEIVED BY _____ DATE _____ RECEIPT # _____</p>	