

ADMINISTRATIVE SITE PLAN REVIEW APPROVAL

C H E C K L I S T

REQUIRED INFORMATION

- _____ 1. Verification of a completed pre-application meeting with city staff (recommended).
- _____ 2. Application form completed showing:
 - A. Applicant's name, address, phone number.
 - B. Name, address, phone number of all owners of the property.
 - C. Signature by applicant and notarized appointment of agent if applicant is not the property owner. The statement shall further acknowledge the owner's consent to be bound by the application, by any agreement made by the agent, and by all decisions made by the City on this matter.
 - D. Name, address, phone number of contact person for information and questions.
 - E. Application fee (\$250 for General Design, Detailed Site Plan, or Major MOD. \$150 for Minor MOD or Incidental MOD.)
- _____ 3. A written and signed "letter of intent" from the applicant establishing the applicant's intentions as to development of the property, including existing and proposed use(s) of the property, and a detailed listing of the common ownership or unified control of the entire property or properties included in the proposed development.
- _____ 4. A location map of the property at a scale of 1 inch = 1000 feet, indicating location and boundary of the ASRA property, and names of existing streets surrounding the proposed ASRA property.
- _____ 5. The current zoning classification of the proposed ASRA property.
- _____ 6. A written legal description of the proposed ASRA property.
- _____ 7. A survey of the proposed ASRA property, showing the dimensions and bearings of the property lines, area in acres, topography showing contours by two (2) foot intervals, existing natural and man made features of the development site, including major wooded areas, floodplains and wetland areas, structures, streets, easements, utility lines and current land use.
- _____ 8. A location map showing the area of the ASRA property and all properties within five hundred (500) feet from the exterior boundaries of the area proposed for ASRA. The applicant shall provide a list of the names and addresses of all owners of such properties. The names and addresses of property owners shall be those available from the Greene County Auditor's Office (www.co.greene.oh.us) and current within fourteen (14) days prior to submission of the ASRA application to the Planning Department. These shall be submitted on white self-adhesive 1" X 2.75" address labels. If the review and approval process of the application is delayed, the Planning Director may require the applicant to submit than updated list of names and addresses of owners of such properties.
- _____ 9. All ASRA detailed site plans shall incorporate a minimum area of five (5) acres. In cases in which the total gross area of the property subject to ASRA approval is less than five (5) acres or the area of the ASRA property or site that is not included in or subject to a previously approved ASRA detailed site plan is less than five (5) acres, the detailed site

plan shall incorporate one hundred percent (100%) of ASRA property. In all cases, the area incorporated in an ASRA detailed site plan shall be contiguous.

- _____ 10. At a scale suitable for public meeting presentation purposes (preferred approximate scale of 1 inch = 200 feet) and for all parts and portions of the subject property for which the applicant is not requesting final ASRA detailed site plan approval, the applicant shall submit sketch plans and development concepts regarding land use, types of residential development, generalized location of various land uses, generalized street access and vehicular circulation pattern, proposed setback from surrounding properties and general concepts for screening and buffering, generalized type and location of proposed recreational or open space areas and facilities, and conceptual layout and arrangement of the property proposed for ASRA approval. The applicant may indicate proposed building locations. The applicant shall furnish an 8 ½ inch X 11 inch copy of the detailed site plan suitable for projection.
- _____ 11. For all parts and portions of the subject property which the applicant is requesting final ASRA detailed site plan approval, the applicant shall submit a detailed site plan at a scale no smaller than one inch equals one hundred feet (1 inch = 100 feet), showing at minimum, the location, outline and use of all structures, all proposed public and private rights-of-way, vehicular streets and parking areas, pedestrian walkways and paths, any bikeways, any sites for public facilities. The applicant shall furnish an 8 ½ inch X 11 inch copy of the detailed site plan suitable for projection.
- _____ 12. Excluding developments involving only single family structures, all ASRA detailed site plans shall show all proposed vehicular parking areas which shall be shown by total number of spaces, setbacks from structures and lot lines, dimensions of each parking space, access aisles, points of ingress and egress, and landscaped areas. Fire lanes shall be shown.
- _____ 13. All ASRA detailed site plans shall show the dimensions, height, gross floor area, and setbacks of all structures. If only single-family structures are proposed for the ASRA property or site, the applicant shall show setbacks of all structures and the Planning Director, at his discretion, may waive all other requirements of §158.077 (13).
- _____ 14. All ASRA detailed site plan applications shall include and show the principal type of use, gross leasable floor area and entrances for all proposed business, office, industrial and nonresidential structures.
- _____ 15. All ASRA detailed site plan applications shall include and show right-of-way width and street names for all proposed public and private streets and rights-of-way.
- _____ 16. All ASRA detailed site plan applications shall include a map with contour intervals of two (2) feet, which shows the proposed final topography of the development site.
- _____ 17. All ASRA detailed site plan applications shall include engineering studies and plans showing, to the extent determined appropriate by the City, street improvements, nature and extent of earth work required for the site preparation and development, location and size of water, sanitary sewer and storm drainage control systems, and waste disposal facilities.
- _____ 18. All ASRA detailed site plans shall show all locations of fire hydrants and any and all fire connections to buildings.
- _____ 19. All ASRA detailed site plan applications shall show any proposed street widening improvements and turn lane improvements adjacent to the project area.

- _____ 20. All ASRA detailed site plan applications shall include landscaping plans in accordance with §158.135 "Landscaping and Screening" including the location and size of all landscaped area, the location of all natural screening devices, type (species) and location of proposed vegetation, location and type of exterior materials of man-made screening devices, and initial (planting) and permanent (mature) height of all screening and buffering.
- _____ 21. All ASRA detailed site plan applications shall include lighting plans showing location and type of all proposed external lighting of parking, building and landscaped areas, streets and accessways in accordance with §158.98 "Standards for Exterior Lighting".
- _____ 22. All ASRA detailed sit plan applications shall include and show the amount of open space and its percentage of developed area for each phase of development.
- _____ 23. When an ASRA detailed site plan includes provisions for common open space, private streets and private rights-of-ways, recreational facilities, or drainage control facilities, a statement describing the provisions for the care and maintenance thereof is required. If it is proposed that such open space or facilities be owned and/or maintained by any entity other than a governmental authority, copies of proposed documents assuring maintenance and care and covenants running with the land shall be submitted. If it is proposed that such open space or facilities shall be owned and maintained by a governmental entity, a copy of its acceptance shall be filed in conjunction with this application.
- _____ 24. Evidence of availability of water supply and sanitary sewer service.
- _____ 25. Estimated vehicular traffic volume generated by the proposed development and the applicant's proposed street improvements.
- _____ 26. An estimated time schedule, including proposed starting and completion dates, indicating the timing and generalized location of development of generalized land use and functional area, various phases of the project, and improvements to be constructed.
- _____ 27. A schedule and listing of the total proposed square footage of buildings for the ASRA property, and if applicable, by each phase of proposed development. If residential land use is proposed, the applicant shall submit a schedule and listing of the proposed total number and type of dwelling units.
- _____ 28. Additional information may be required by the Planning Director to be submitted within fifteen (15) days of the date of the ASRA application.
- _____ 29. When any application submitted to the City for any form of application, permit, certificate or approval involves submission of technical information by the applicant, it is recognized that the City may need to incur expenses for the services of engineers or other experts to evaluate such technical data. As a condition of the City agreeing to consider any such application, the applicant must agree to reimburse the City pursuant to the then current City policy for reimbursement of such expense. This reimbursement must be received by the City before any such permit, certificate or approval is issued or granted.
- _____ 30. Minor Modifications and Incidental Modifications may require a limited number of items on this check list. Please check with Planning Department for submission requirements.

The undersigned, owner(s) of the certain real property described in the attached Exhibit "A" (the "Property"), do hereby appoint and expressly grant full authority to _____ to act as the sole agent of and on behalf of the undersigned in all matters related to and in connection with the attached PUD Application for rezoning and concept plan of the property, specific site plan approval for the property or modification to the PUD. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Beavercreek in connection with this same case, and by all decisions made by the city in connection with this same case.

Owner's Signature

Owner's Signature

Printed Name

Printed Name

Sworn to before me and subscribed in my presence by the said _____

on this _____ day of _____, 200____.

Notary Public

**STATEMENT OF APPLICANT OBLIGATION FOR PAYMENT
OR CERTAIN PROFESSIONAL COSTS AND EXPENSES**

The Applicant is obligated by Ordinance 85-32 to pay the City of Beavercreek ("City") for all costs and expenses incurred by the City if this application or request causes the City to incur expenses and costs for an independent consultant to either review, evaluate or comment on data or information submitted by the Applicant, or to prepare information or data in connection with the City's review and evaluation of the application or request. If an application or request filed with the City causes the City to devote to that same application or request time and professional skills of a City employee who is an engineer or surveyor (or other member of a so-called "learned professional", the members of which are licensed by or registered with the State of Ohio), the costs and expenses to the City of the time devoted to that application or request shall be the obligation of the Applicant. The total amount of such costs and expenses shall be derived by the method of calculation pursuant to the then current legislative policy for such calculation.

The payment of expenses and costs referred to in this statement shall be made to the City of Beavercreek in accordance with the then current administrative policy for such payment. An application or request may require funds to be deposited in advance with the City for such costs and expenses. The payment of such costs and expenses shall be in addition to any other application fee required by the City.

The person whose signature appears below as Applicant states that she/he has full and complete authority to agree to, bind and obligate the Applicant to pay the costs and expenses referred to in this statement and to fully comply with the above statement.

By the signature below, the Applicant herein states she/he has fully and completely read the above statement, understands the above statement, and agrees to fully comply with the above statement.

Witness

By: _____
Applicant's Signature

Witness

Date: _____

Project: _____

CITY PROCEDURE FOR COLLECTION OF REVIEW COSTS

Upon receipt of application by the Planning Department, the City will review the application and prepare an estimate of review costs.

If the estimate is for more than \$1,000.00, the applicant will be required to submit a deposit of the estimated cost to the City of Beavercreek. Such deposit must be received by the City before the application will be presented to the appropriate Board or Commission.

Upon completion of the application process, deposits in excess of actual costs will be refunded to the applicant. Cost in excess of the deposit will be billed to the applicant.

PLAN REVIEW FEES

1 to 5,000 square feet	\$275.00
5,001 to 9,999 square feet	\$412.50
10,000 to 24,999 square feet	\$550.00
25,000 to 49,999 square feet	\$687.50
50,000 to 99,999 square feet	\$825.00
100,000 square feet & more	\$1,100.00

ADMINISTRATIVE SITE PLAN REVIEW APPROVAL APPLICATION

CITY OF BEAVERCREEK
Planning Department
1368 Research Park Drive
Beavercreek, Ohio 45432
(937) 427-5512

Case No. PC _____ - _____
General Design Plan _____
Detailed Site Plan _____
Modification _____

Date: _____

Project Name: _____

Location of property: _____

Book _____ Page _____ Parcel No.(s) _____ Current Zoning: _____

Applicant's Name: _____ Telephone: _____

Address: _____

Property Owner's Name: _____

Address: _____

Total acres included in this application: _____

Type of Development: Residential _____ Commercial _____ Office _____
Industrial _____ Other _____

Brief description of application request: _____

Applicant's Status: Owner _____ Lessee _____ Purchaser _____ Agent _____

Name of Engineer: _____ Telephone: _____

Contact Person: _____ Telephone: _____

Fax Number: _____

Applicant's Signature

BY THE ABOVE SIGNATURE, THE APPLICANT HEREBY ATTESTS TO THE TRUTH AND EXACTNESS OF ALL INFORMATION SUPPLIED AND SUBMITTED ON AND WITH THIS APPLICATION. BY THE ABOVE SIGNATURE, THE APPLICANT, FURTHERMORE, CONSENTS TO BE BOUND BY THIS APPLICATION, BY ANY AGREEMENT MADE BY THE APPLICANT OR ITS AGENT, AND BY ALL DECISIONS MADE BY THE CITY OF BEAVERCREEK RELATING TO AND IN CONNECTION WITH THIS APPLICATION AND REQUESTS.

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Date Received in Planning Dept. \_\_\_\_\_ Received by: \_\_\_\_\_  
Fee Paid \$ \_\_\_\_\_ Received by: \_\_\_\_\_