

**CITY OF SPRINGDALE, OHIO
SPRINGDALE BUILDING DEPARTMENT
11700 SPRINGFIELD PIKE SPRINGDALE, OHIO 45246
TELEPHONE: (513) 346-5730**

SUBMISSION REQUIREMENTS AND INSTRUCTIONS FOR MINOR REVISIONS TO PUD/TRANSITION DISTRICT DEVELOPMENT PLANS
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An application to make a minor revision to a Preliminary or Final Development Plan in a PUD or Transition District submitted to the Office of the City of Springdale Building Department must comply with the requirements and procedures outlined herein.

This packet contains a checklist of general, written, and graphic requirements and the application submittal forms which explain the development plan minor revision process. The checklist, together with all required information and application forms, must be submitted (originals) in complete and accurate form before the amendment will be processed by the Building Department.

The filing date of the application packet shall be the date on which all information submitted is examined by the Building Department and found to meet all the requirements as described in this packet. The schedule below lists the closing dates for the filing of applications and corresponding hearing dates for each cycle. The closing date represents the final day on which an application will be accepted. **After the closing date, the applicant cannot modify any portion of the information submitted unless specifically requested by the staff, Planning Commission or City Council. Early submission is therefore, highly recommended to assure placement on the agenda and adequate time for revisions and corrections.**

2015 -2016 CLOSING DATES AND SCHEDULES OF MEETINGS

<u>DUE DATE</u>	<u>PLANNING COMMISSION MEETING</u>
December 14, 2015	January 12, 2016
January 11, 2016	February 9, 2016
February 8, 2016	March 8, 2016
March 14, 2016	April 12, 2016
April 11, 2016	May 10, 2016
May 16, 2016	June 14, 2016
June 13, 2016	July 12, 2016
July 11, 2016	August 9, 2016
August 15, 2016	September 13, 2016
September 12, 2016	October 11, 2016
October 10, 2016	November 8, 2016
November 14, 2016	December 13, 2016

NOTE: THE APPLICANT OR A REPRESENTATIVE WILL BE EXPECTED TO BE IN ATTENDANCE ON THE SCHEDULED MEETING DATE AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS AT THIS ADDRESS UNLESS ADVISED OTHERWISE BY THE BUILDING DEPARTMENT

**SUBMISSION REQUIREMENTS
FOR MINOR REVISIONS TO AN APPROVED PUD/TRANSITION DISTRICT
DEVELOPMENT PLAN
CITY OF SPRINGDALE ZONING CODE**

FOR CITY OF SPRINGDALE BUILDING DEPARTMENT USE ONLY:

CASE # _____

DATE RECEIVED: _____

1. GENERAL REQUIREMENTS

___ 1.1 SUBMISSION CLOSING DATE (DATE: ___/___/___)

The application packet must be submitted to the office of the City of Springdale Building Department in person, no later than the due date. Prior to submitting the application packet and necessary information, the applicant should revise proposed amendment as advised by the Building Department. After the closing date, the applicant cannot modify any portion of the information submitted unless specifically requested by the staff, Planning Commission or City Council. Early submission is recommended to assure placement on the agenda and adequate time for revisions and corrections. **Incomplete or inaccurate applications will not be accepted for processing or be placed on the agenda for any hearings or meetings.**

___ 1.2 APPLICATION FEE (\$2,000.00 - MAKE CHECK PAYABLE TO CITY OF SPRINGDALE)

An application for a minor revision to an approved PUD/Transition District Plan shall be accompanied by a deposit to be drawn on by the City to cover the expensed incurred in the review of the requested revision. Such expenses may include items such as the cost of professional services including expenses and legal fees in connection with reviewing the plan, prepared reports, inspections, the publication and mailing of public notice in connection therewith, and any other reasonable expenses directly attributable thereon. Ten percent (10%) shall be added to the final expenses of the applicant to provide for the review of the plans by City Staff. At the time of submitting the minor change application to the Building Official and Planning Commission for consideration, the applicant shall make a deposit with the office of the City Clerk of Council/Finance Director in the amount equal to the estimated cost of the City's expenses. The initial deposit shall be \$2,000.00. When this deposit has been depleted to thirty-three percent (33%), another deposit may be requested by the City. For those projects where the City's costs are estimated to be less than \$500.00, no deposit may be required. In such cases, the City's costs may be recovered by billing the developer. **Failure to pay the above costs within thirty (30) days of invoice shall stop all processing and review of the site development plans or shall cause suspension of all development activities on the site and shall possibly result in a municipal lien being placed against the property to recover the expenses.**

Cancellations of the minor change application must be submitted to the Building Department in writing.

2. WRITTEN REQUIREMENTS

___ 2.1 PROPERTY DEED

Submit one (1) copy of the deed to the subject property as filed in the Hamilton County Recorder's Office.

01/14/16

___ 2.2 REVISED DEVELOPMENT PLAN APPLICATION FORM

Complete and submit the original and one (1) copy of the application form.

___ 2.3 OWNER'S AFFIDAVIT

___ 2.4 APPROVED DEVELOPMENT PLAN

Submit one (1) copy of the previously approved Development Plan (11ö x 17ö)

___ 2.5 FINAL FORM OF COVENANTS

The final form of covenants running with the land and deed restrictions (including the use of common land); covenants, restrictions or easements to be recorded; declaration of covenants, restrictions, and bylaws of a homeowners association and its incorporation; declaration of condominium ownership and other covenants, if any for maintenance;

___ 2.6. ESTIMATED COST

The estimated project cost, including estimates for all public and private improvements.

___ 2.7. CONSTRUCTION SCHEDULE

___ 2.8. TRAFFIC STUDY

If the proposed development will generate more than 100 trips in a peak hour period, a traffic impact analysis shall be required identifying existing roadway capacity, trips to be generated by the proposed development, anticipated impact of the proposed development on the existing roadway network and what improvements are necessary to mitigate any impact the development may have.

___ 2.9 CHECKLIST OF REQUIREMENTS

Submit this checklist fully completed.

3. GRAPHIC REQUIREMENTS

___ 3.1 MINOR REVISIONS TO A PUD/TRANSITION DISTRICT PRELIMINARY DEVELOPMENT PLAN

PUD/Transition District Preliminary Development Plan (a single drawing at a scale of fifty feet to the inch or larger - unless otherwise approved by the Building Department) showing the items listed below:

- ___ A. Name of project, date, scale, north arrow (north shall be top of plan), map title (Preliminary Revised Development Plan), total number of sheets and sheet number;
- ___ B. Name and address of applicant, present owner, person/firm preparing the plans etc.;
- ___ C. Vicinity map that identifies the site with reference to surrounding areas and to existing street locations;
- ___ D. Summary table indicating existing and proposed uses of facilities, proposed parking spaces, parking spaces required by the Zoning Code, floor areas, density and seating capacity (where applicable);
- ___ E. Area of entire site, site (net) area excluding streets and right-of-ways;

- ___ F. Existing property lines, right-of-way and utility easements for the entire tract and each parcel involved;
- ___ G. Location of existing property lines and zone boundary lines of the subject property and up to 200 feet outside subject site;
- ___ H. Existing contour lines (dashed) at two (2) foot intervals or less on site and including 200 feet beyond, indicate source and date of data;
- ___ I. Front, side, and rear yard setbacks for all structures and parking areas;
- ___ J. The use and approximate location of existing pavements, sanitary and storm sewers, sidewalks and curbs, trees and landscape features and other physical and natural features; structures to be demolished shown in dashed lines and existing structures within 200 feet;
- ___ K. Highways and streets in the vicinity of the tract, and ingress and egress to the tract; and tracts adjacent to and across any street
- ___ L. Proposed general location of buildings, parking areas, open space, signage, waste receptacles and landscape areas;
- ___ M. Proposed density levels of each residential area and acreage and square feet of business uses;
- ___ N. Proposed treatment of existing topography, drainage ways and tree cover;
- ___ O. Proposed general location of major vehicular and pedestrian circulation, showing how this circulation pattern relates to the primary and secondary road alignments designated on the City of Springdale Thoroughfare Plan;
- ___ P. Tree Survey and Tree removal plan;
- ___ Q.. Portion of property in acreage and percentage, to be developed as impervious surface;
- ___ R. Such other relevant information as the Planning Commission may require.

___ 3.2 REDUCED REVISED PRELIMINARY DEVELOPMENT PLAN

The Revised Preliminary Development Plan reduced to an 11öx 17ö sheet of paper. The information contained on the reduced version of the plan shall be the same as which is required above.

___ 3.3 MINOR REVISIONS TO AN APPROVED FINAL DEVELOPMENT PLAN

- ___ A. All of the information required on the Preliminary Development Plan;
- ___ B. Preliminary building plans, including floor plans, elevations and building materials;

- ___ C. Landscaping plans, including quantity, size and varieties of landscaping;
- ___ D. Photometric lighting plan extending 20ø beyond subject property lines and including cut sheet details for fixture and pole;
- ___ E. Specific engineering plans, including site grading showing all site features and finished grading for public and private lands within the development area, street improvements, sidewalks, drainage and utility improvements, and extensions as necessary;

___ 3.4 REDUCED REVISED FINAL DEVELOPMENT PLAN

The Revised Final Development Plan reduced to an 11ø x 17ø sheet of paper.

___ 35 NUMBER OF COPIES OF DEVELOPMENT PLANS

The applicant shall submit six (6) copies of the Development Plan and one (1) Reduced Development Plan for City Staff review. After initial review by City Staff, the applicant shall submit six (6) copies of the Development Plan and ten (10) Reduced Development Plans for final review and distribution to Planning Commissioners on or before the date advised by the Building Official.

INFORMATION SUBMITTED SHALL BE ASSUMED TO BE CORRECT AND APPLICANT AND/OR AGENT SHALL ASSUME RESPONSIBILITY FOR ANY ERRORS AND/OR INACCURACIES RESULTING IN AN IMPROPER APPLICATION.

Signature of person preparing this checklist
(Applicant or Representative)

Date Submitted

**APPLICATION FOR REVISION TO PUD/TRANSITION DISTRICT DEVELOPMENT
PLAN
CITY OF SPRINGDALE BUILDING DEPARTMENT
11700 SPRINGFIELD PIKE SPRINGDALE, OHIO 45246
TELEPHONE: (513) 346-5730**

FOR CITY OF SPRINGDALE BUILDING DEPARTMENT USE ONLY:	
CASE # _____	DATE RECEIVED: _____
FEE RECEIPT # _____	RECEIVED BY: _____

NOTE: THIS APPLICATION MUST BE TYPEWRITTEN OR CLEARLY PRINTED & USE
ADDITIONAL SHEETS IF NECESSARY

NAME OF APPLICANT _____

ADDRESS _____ PHONE NO. _____

CITY/STATE/ZIP _____ EMAIL _____

NAME, ADDRESS & AUDITOR'S PARCEL ID NUMBER OF EACH PROPERTY OWNER
OF RECORD WITHIN THE PROPERTY WHICH IS REQUESTED FOR DEVELOPMENT
PLAN REVISION:

1. _____

2. _____

BRIEFLY DESCRIBE REQUEST _____

PLANNED UNIT DEVELOPMENT/TRANSITION DISTRICT ZONE CHANGE APPROVED
BY THE CITY OF SPRINGDALE COUNCIL ON _____

(MY) (OUR) INTEREST IN THE SUBJECT PROPERTY IS:

OWNER _____ AGENT _____ LESSEE _____ OPTIONEE _____

APPLICANT _____
Signature Address Phone Number Fax Number

OWNER(S) _____

Signature Address Phone Number

