

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

<b>SUBMISSION REQUIREMENTS AND INSTRUCTIONS FOR MINOR IMPROVEMENTS REQUIRING PLANNING COMMISSION APPROVAL</b>
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An application to make a minor improvement which requires Planning Commission approval 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**

<b><u>DUE DATE</u></b>	<b><u>PLANNING COMMISSION MEETING</u></b>
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 IMPROVEMENTS REQUIRING  
PLANNING COMMISSION APPROVAL  
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 approval of improvements to be reviewed by the Planning Commission shall be accompanied by a deposit to be drawn on by the City to cover the expenses incurred in the review of the application. 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, 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 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 case, 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 improvements application must be submitted to the Building Department in writing.

**2. WRITTEN REQUIREMENTS**

\_\_\_ 2.1 MINOR IMPROVEMENT APPLICATION FORM

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

\_\_\_ 2.2 OWNER'S AFFIDAVIT

\_\_\_ 2.3 CHECKLIST OF REQUIREMENTS

**Submit this checklist fully completed.**

### **3. GRAPHIC REQUIREMENTS**

\_\_\_ 3.1 MINOR IMPROVEMENTS PLANS

The Minor Improvement 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, total number of sheets and sheet number;
- \_\_\_ B. Name and address of applicant, present owner, person/firm preparing the plans etc.;
- \_\_\_ C. 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 (if applicable to the request being made)
- \_\_\_ D. Area of entire site, site (net) area excluding streets and right-of-ways (if application is related to site improvements);
- \_\_\_ E. Existing property lines, right-of-way and utility easements for the entire tract and each parcel involved;
- \_\_\_ F. Existing contour lines (dashed) at two (2) foot intervals or less on site and including 200 feet beyond, indicate source and date of data (if request is related to grading and/or drainage);
- \_\_\_ G. Front, side, and rear yard setbacks for all structures and parking areas (if request is related to building and/or site issues);
- \_\_\_ H. 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 as they relate to the application before Planning Commission;
- \_\_\_ I. Highways and streets in the vicinity of the tract, and ingress and egress to the tract;
- \_\_\_ J. Proposed general location of buildings, parking areas, open space, signage, waste receptacles and landscape areas;
- \_\_\_ K. Proposed treatment of existing topography, drainage ways and tree cover as they relate to the improvements;
- \_\_\_ L. Tree Survey and Tree removal plan if trees are to be removed;

- \_\_\_ M. Portion of property in acreage and percentage, to be developed as impervious surface (if request involves a change in impervious surface);
- \_\_\_ N. Other detailed drawings related to the request, such as building elevation drawings, sign drawings, material samples, colors, floor plans, etc. or any other relevant information as the Planning Commission may require.

\_\_\_ 3.2 NUMBER OF COPIES OF PLANS

The applicant shall submit six (6) copies of the Plans and one (1) Reduced Plan for City Staff review. After initial review by City Staff, the applicant shall submit six (6) copies of the Plan and ten (10) Reduced 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.

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Signature of person preparing this checklist  
(Applicant or Representative)

Date Submitted

**APPLICATION FOR MINOR IMPROVEMENTS  
REQUIRING PLANNING COMMISSION APPROVAL  
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

**ADDRESS OF PROPERTY INVOLVED** \_\_\_\_\_

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 \_\_\_\_\_  
\_\_\_\_\_

ZONING DESIGNATION FOR THE PROPERTY \_\_\_\_\_

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

OWNER \_\_\_\_\_ AGENT \_\_\_\_\_ LESSEE \_\_\_\_\_ OPTIONEE \_\_\_\_\_

APPLICANT \_\_\_\_\_  
Signature Address Phone Number

OWNER(S) \_\_\_\_\_  
Signature Address Phone Number

**OWNER'S AFFIDAVIT**

STATE OF OHIO, COUNTY OF HAMILTON

I (we) \_\_\_\_\_  
hereby certify that we are all of the owners of the real estate which is the subject of the pending minor improvement; that we hereby consent to the Planning Commission of the City of Springdale acting on my/our request for the subject real estate. We understand that our application will be considered and processed in accordance with the regulations as set forth by the City of Springdale Building Department and Zoning Code; that we agree to accept, fulfill and abide by those regulations and all stipulations and conditions attached to the property by the Planning Commission of the City of Springdale. The statements and attached exhibits are in all respects true and correct to the best of my/our knowledge and belief.

Further, I understand that I am responsible for the review costs incurred by the City as described more specifically in Section 1.2 of the Checklist. I also understand that failure to pay such fees within 30 days of invoice shall 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Phone

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_

\_\_\_\_\_  
Notary Public

Person to be contacted for details, other than signatory:

Name	Address	Phone
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