CITY OF SPRINGDALE, OHIO

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

SUBMISSION REQUIREMENTS AND INSTRUCTIONS FOR
REVISIONS TO APPROVED DEVELOPMENT PLANS

An application to make a revision to a Final Development Plan 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. Early submission is therefore, highly recommended to assure placement on the agenda and adequate time for revisions and corrections.**

2016 -2017 CLOSING DATES AND SCHEDULES OF MEETINGS

DUE DATE	PLANNING COMMISSION MEETING
September 12, 2016	October 11, 2016
October 10, 2016	November 8, 2016
November 14, 2016	December 13, 2016
December 12, 2016	January 10, 2017
January 16, 2017	February 14, 2017
February 13, 2017	March 14, 2017
March 13, 2017	April 11, 2017
April 10, 2017	May 9, 2017
May 15, 2017	June 13, 2017
June 12, 2017	July 11, 2017
July 10, 2017	August 8, 2017
August 14, 2017	September 12, 2017
September 11, 2017	October 10, 2017
October 16, 2017	November 14, 2017
November 13, 2017	December 12, 2017

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
FO R REVISIONS TO AN APPROVED 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 ad 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 revision to an approved Development 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 Cityôs 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 Cityôs costs are estimated to be less than $500.00, no deposit may be required. In such cased, the Cityôs 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 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 Recorderôs Office.

___ 2.2 REVISED DEVELOPMENT PLAN APPLICATION FORM

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

___ 2.3 OWNERõS AFFIDAVIT

___ 2.4 APPROVED DEVELOPMENT PLAN

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

___ 2.5 COPIES OF REQUESTS FOR SEWER AND WATER AVAILABILITY TO METROPOLITAN SEWER DISTRICT AND CINCINNATI WATER WORKS RESPECTIVELY.

Submit one (1) copy of each.

___ 2.6 FINAL FORM OF COVENANTS

If Applicable - 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;

___ 2.7. 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.

___ 2.8 CHECKLIST OF REQUIREMENTS

Submit this checklist fully completed.

3. GRAPHIC REQUIREMENTS

___ 3.1 REVISIONS TO A DEVELOPMENT PLAN

The 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 (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. Preliminary building plans, including floor plans, elevations and building materials;

___ S. Landscaping plans, including quantity, size and varieties of landscaping;

___ T. Photometric lighting plan extending 20ô beyond subject property lines and including cut sheet details for fixture and pole;

___ U. 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;

___ V. Such other relevant information as the Planning Commission may require.

___ 3.2 REDUCED REVISED DEVELOPMENT PLAN

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

___ 3.3 NUMBER OF COPIES OF DEVELOPMENT PLANS

The applicant shall submit three (3) copies of the Development Plan and one (1) digital copy of the Development Plan for City Staff review. After initial review by City Staff, the applicant shall submit three (3) copies of the Development Plan, one (1) digital copy and fourteen (14) Reduced (11x17) copies of the 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 Date Submitted
(Applicant or Representative)

APPLICATION FOR REVISION TO 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 - USE ADDITIONAL SHEETS IF NECESSARY

NAME OF APPLICANT _____

ADDRESS _____ PHONE NO. _____

CITY/STATE/ZIP _____ EMAIL _____

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

1. _____
2. _____

BRIEFLY DESCRIBE REQUEST_____

_____

DEVELOPMENT PLAN APPROVED BY THE CITY OF SPRINGDALE PLANNING COMMISSION 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

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 plan revision; that we hereby consent to the Planning Commission of the City of Springdale acting on my/or 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 _____ 20___

_____
Notary Public

Person to be contacted for details, other than signatory:

_____
Name **Address** **Phone**