

# APPLICATION FOR SITE PLAN REVIEW

## SPENCER TOWNSHIP, LUCAS COUNTY

Property Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Assessor Number: \_\_\_\_\_

Occupant: \_\_\_\_\_

Property Zoned: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Applicant/Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

For notice of public hearings, provide e-mail address: \_\_\_\_\_

Legal Description of subject property (or attach) \_\_\_\_\_

**For Application to be complete, the following items must be included:** Site Plan Application, completed Site Plan Drawing Checklist, 15 copies of Site Plans that meet the requirements of the Spencer Township Zoning Resolution, and all building elevations.

**The undersigned state(s) that this Application is true, accurate, and complete with all required documentation. Spencer Township relies on the completeness, relevancy, and accuracy of the Site Plan Review Application. Any omission from, or misrepresentation in, the Application, Exhibits and data (submitted at any time during the application for Site Plan Review and Certificate of Zoning, or use of the premises by the Applicant or agent, invitees, etc.) shall be the basis for the Board to void any permits, Certificate, and/or plan approval previously granted. No change or alteration to the building or land shall be initiated during the period that the Application for site plan review is pending.**

*Applicant Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Owner Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Office Use Only		
SP _____	Rec'd By _____	Date Received _____
Fee \$ _____	<input type="checkbox"/> Cash Check # _____	Receipt # _____
Fee \$ _____	<input type="checkbox"/> Cash Check # _____	Receipt # _____
ZC (date) _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Conditions/Reasons (attach)	
ZP _____	Date Issued _____	

# SITE PLAN CHECKLIST

PROJECT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Check 'YES' or 'NO' to all requirements. If 'NO', please state reason in the provided area. This checklist is to ensure your compliance to the Zoning Resolution requirements.

**YES NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Parcel address and general location sketch<br>_____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Developers and Designers names, addresses, telephone numbers, and fax numbers<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Title and Scale of drawing, north arrow, and Engineer's or Architect's signature and seal<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fifteen (15) blue-line or black-line prints of the site plan on paper no larger than 24" by 36", two (2) copies in 11" x 17" size, plus one electronic copy of the plans in PDF format.<br>_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning and use of site and surrounding properties<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of buildings, driveway - opposite and adjacent to site<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Property dimension and area<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension, location, and area of existing and proposed buildings<br>_____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate buildings or other structures to be removed or altered<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Distance from existing/proposed structure(s) to R-O-W<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Distance from existing/proposed structure(s) to front, side and rear property lines<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Name of adjacent roadways including R-O-W and pavement widths, measured from centerline of adjacent roads<br>_____   |

# SITE PLAN CHECKLIST

(continued)

PROJECT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Check 'YES' or 'NO' to all requirements. If 'NO', please state reason in the provided area. This checklist is to ensure your compliance to the Zoning Resolution requirements.

**YES NO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Show location, height, and material, of existing proposed fence or walls<br>_____                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, height, dimensions, lighting of existing and proposed signs<br>_____                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, height, wattage, and photo metrics of all proposed site lighting<br>_____                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Location and width of existing/proposed sidewalks<br>_____   |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate drive approach aprons where drive apron meets roadway pavement and at drive throat<br>_____           |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate natural features such as trees, wetlands and creeks, including natural changes in topography<br>_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Sanitary/Water mains (leach field, well) location, and location of hydrants if present<br>_____                |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed grades including grades of abutting properties<br>_____                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing/proposed storm water drainage and 25 year design elevation for detention areas<br>_____               |
| <input type="checkbox"/> | <input type="checkbox"/> | Show erosion and soil control measures<br>_____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Location, dimensions, and number of existing/proposed off street parking spaces and drive aisles<br>_____      |
| <input type="checkbox"/> | <input type="checkbox"/> | Pavement composition for driveways and parking areas<br>_____  |
| <input type="checkbox"/> | <input type="checkbox"/> | Dumpster size and location<br>_____  |

# SITE PLAN CHECKLIST

(continued)

PROJECT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Check 'YES' or 'NO' to all requirements. If 'NO', please state reason in the provided area. This checklist is to ensure your compliance to the Zoning Resolution requirements.

**YES NO**

- |                          |                          |   |       |
|--------------------------|--------------------------|---|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | Color exterior building elevations (viewed from all roads)                          | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Access Management Plan  | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed Landscape Plan   | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | MS4/Wetlands Permit from Ohio EPA (required for all Site Plan Reviews)              | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete Lucas County Engineer's SWP3 Submittal Checklist (Inquire to Lucas County) | _____ |

## ACKNOWLEDGEMENT

**The Applicant or authorized Agent acknowledges that the site plan complies with the requirements of the Spencer Township Zoning Resolution.**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

**SITE IMPROVEMENT BOND**  
**Performance Bond**

**KNOWN ALL MEN BY THESE PRESENTS:** That we, (Applicant) as principal, and (Applicant) as surety are held and firmly bound unto Spencer Township as obligee, in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) lawful money of the United States of America, for which payment well and truly to be made, and the attached Order, for unrestricted use in any civil litigation hereafter filed by the obligee against the principal for enforcement of obligations or completion thereof pursuant to necessary (sidewalks) (landscaping) (other) for which payment well and truly to be made and performance to be fully accomplished, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally by this site improvement bond.

The principal has entered into an agreement and site plan review and Certificate of Zoning with Spencer Township for (sidewalks) (landscaping and irrigation) (other) in conjunction with site plan review File No. \_\_\_\_\_ and Certificate of Zoning, Permit No. \_\_\_\_\_, and Spencer Township, Ohio, all of which improvements shall be completed in accordance with the Zoning Resolution.

NOW, THEREFORE, the condition of this obligation is such, that if the principal shall carry out all the terms of said agreement and perform all the work as set forth in the agreement relating to the site improvements only, then this obligation shall be null and void otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Principal**

**ATTEST:** \_\_\_\_\_

\_\_\_\_\_  
**Surety**

**ATTEST:** \_\_\_\_\_