

Litchfield Township Site Plan Review Checklist

This Site Plan Checklist was created to help guide you through the Site Plan Application and the Township Zoning requirements. The Zoning Inspector will help determine which criteria and requirements are applicable for your proposed Use and direct you to either the Zoning Commission Board or the Board of Zoning Appeals.

- **Site Plan Review:** Prior to establishing a Permitted Commercial Use, Industrial Use, Conditional Use, Change of Use, and/or beginning Construction, Alteration or Addition of a Commercial or Industrial Building. Certain Uses, with or without building construction may require an approved Site Plan before a Zoning Certificate can be issued by the Zoning Inspector (Sec. 603). Applications are accepted by the Zoning Inspector before submission to the appropriate Board for review.
- **For Permitted Uses:** The Zoning Commission Board shall determine that the required site plan complies with the applicable requirements, provisions and purpose of the Zoning Resolution (Sec. 601; 702).
- **For Conditional Uses:** The Board of Zoning Appeals may require certain conditions be applied to the proposed Use of the property and shall determine that the required site plan complies with the applicable requirements, provisions and purpose of the Zoning Resolution. The Board of Zoning Appeals has the power to authorize variances from the terms of the Zoning Resolution (Sec. 602; 703). Site Review recommendations by the Zoning Commission are not binding on the Board of Zoning Appeals Formal Conditional Use Site reviews (Sec. 602.04.4).
- **Prior to submitting a Site Plan:** You may submit a request to the Zoning Inspector for a Non-binding Informal review (Sec. 601.03) by the Zoning Commission Board before submitting your application for a formal review. The request must be received 10 days prior to a regularly scheduled meeting of the Zoning Commission in order to be placed on the meeting agenda.

➤ **(District)** ___Residential ___Circle ___Commercial ___Industrial

➤ **(Review)** ___Non-binding Informal ___Binding Formal Site Plan ___Conditional Use

✓ **Non-binding Informal Review by Zoning Commission Board:**

- Up to 5 copies of a preliminary site plan drawings & attachments for discussion purposes.
- Placement on the meeting agenda of the Zoning Commission.

✓ **Binding Formal Site Plan or Conditional Use Site Review Application:**

- Completed Application with all required documentation and Zoning Fees (Sec. 601.05; 602.03).
- Site Plan Review Checklist signed by the Applicant or its Agent and acknowledged by the Zoning Inspector.
- Documentation from owner if other than applicant, acknowledging proposed Use of parcel.
- A detailed written narrative of the proposed Use. In addition, applicants may be asked to verbally clarify details during the Site Plan Review (See Site Plan Application).
- Documentation pertaining to land covenants, leases, or easements, imposed upon the parcel (If applicable).
- Parcel dimensions for lot depth, width and area indicated on drawing/aerial image.
- Site Plan drawings, schedules & attachments drawn in a scale of 1"=10', 1"=20', or 1"=30'. Paper size shall be no smaller than 8.5" x 11". Standard resolution aerial & ground level photo images may be used.
- Scale drawings of front, side & rear elevations of proposed buildings/structure, additions or exterior alterations.
- Location of buildings/structures of all adjacent properties & public roads indicated on drawing/aerial image.
- SETBACKS (Sec. 306.03; 307.03; or 308.03 of your Zoning District) INDICATE THE FOLLOWING (a-e):
- (a)** All buildings/structures - front yard setback, side & rear yard setbacks from road and/or property lines.
- (b)** Parking areas - front yard setback, side & rear yard setbacks from road and/or property lines.
- (c)** Curb cuts & driveways - side yard & rear yard setbacks including Width of driveway and road ingress/egress.
- (d)** Buffer areas - front yard setback, side & rear yard setback from road or property lines (Sec. 225.01).
- (e)** Riparian setback requirements if applicable(Sec. 204).
- Indicate required parking spaces (numbered) for the proposed Use on the site (Sec. 802 and 803).
- Outdoor retail display location and dimensions (Sec. 306.03; 307.03)

- Exterior lighting plan indicating type of fixtures and placement location (Sec. 212).
- Landscape plan showing required screening placement and trash/refuse bin location & screening (Sec. 224).
- Fence type, size and placement location (Sec. 220).
- Pond, swales & retention basin locations (Sec. 219). *(Requires Medina County Engineer Permits)*
- Sign(s) type, size and placement location (See Article IV).
- Topography map of parcel including a surface water drainage plan. (www.medinacountyengineer.org)
- Up to eleven (11) copies of attachments collated and stapled is REQUIRED (See Site Plan & Conditional Use Applications, Sec 601; 602).

➤ **Non-binding Informal Review:** The criteria listed below is used for discussion purposes in order to help the applicant prepare a final development plan prior to application submission.

✓ **Criteria for binding Formal Site Plan or Conditional Use Site Review:**

- Does the Site Plan design provide for adequate pedestrian and vehicular traffic safety? (Sec. 601.06.1)
- Do all development features minimize the possibility of adverse effects upon adjacent property? (Sec. 601.06.2)
- Is the architectural design of proposed buildings compatible with adjacent development? (Sec. 601.06.3)
- Does building placement minimize removal of trees and changes to existing topography? (Sec. 601.06.4)
- Does the Site Plan design and landscaping provide maximum visual and auditory privacy for surrounding properties? (Sec. 601.06.5 and 601.06.6)
- Does on-site traffic circulation provide for adequate fire and police protection? (Sec. 601.06.7)
- Does the Grading Plan minimize adverse effects on abutting properties, streams, and roads? The Boards may require grading plans be reviewed by the proper Medina County Authority with any costs borne by the developer. (Sec. 601.06.8)
- Do the curb cuts, driveways, parking areas, and pedestrian walkways promote safe and efficient movement within the site, between adjacent sites, and between the site and public roads? (Sec. 601.06.9 and 601.06.10)
- Does the overall development concept shall reflect the intent and consideration of the Litchfield Township Comprehensive Plan? (Sec. 601.06.11)
- Is all lighting directed away from adjacent roads and properties so as not to impair safe movement of traffic or shine directly on other property? (Sec. 601.06.12)

I (We) have received a copy of this checklist and reviewed the provisions and requirements of the current Litchfield Township Zoning Resolution as they apply to my Site Plan Review Application. I (We) understand that omission of any site plan requirements needed for compliance with the Zoning Resolution may result in a continuance, modification, or denial of the application (Sec. 601.07; 602.07). I (We) hereby accept responsibility for any failure to comply with the requirements of the Zoning Resolution upon submission of an Application for Site Plan Review to the appropriate Board for my proposed Use.

Applicants or Agents Signature / Date

Applicants or Agents Signature / Date

I hereby acknowledge that the Applicant(s) has received a copy of this Site Plan Review Checklist prior to submitting an Application to the appropriate Board for approval of a Site Plan for their proposed Use.

_____ Litchfield Township Zoning Inspector / Date _____

A copy of this Checklist shall be attached to the appropriate Application for Site Plan Review