

REQUIREMENTS

- 1) PROVIDE ONE (1) PDF FILE (EMAILED TO OFFICE@HARTVILLEOH.COM) AND SIX (6) PAPER COPIES (11" X 17") OF THE FOLLOWING:
 - APPLICATION, SITE PLAN AND A TYPE WRITTEN LETTER OF INTENT/REASON FOR REQUEST
 - ZONING PERMIT (FOR NEW CONSTRUCTION ONLY)
 - **ZONE CHANGE REQUESTS** – SUBMIT A LEGAL DESCRIPTION OF THE PROPERTY ALONG WITH THE ADDITIONAL SHEET LISTING THE OWNERS OF ADJOINING PROPERTIES.

Note: The paper copies should be collated, folded & stapled.

2) SITE PLAN CHECKLIST:

The final development plan shall be prepared by a qualified professional and drawn to an appropriate scale and shall disclose all uses proposed for the development, their location, extent and characteristics and shall include, unless parts are not applicable to necessary and are waived by the Planning Director for certain types of projects, the following maps, plans, designs and supplementary documents:

- a. An accurate legal description prepared by or certified by a registered surveyor of the state;
 - b. A property location map showing existing property lines, easements, utilities and street rights-of-way;
 - c. A development plan indicating:
 1. Use, location and height of existing and proposed buildings and structures, including accessory buildings, structures and uses, along with notation of the development standards for building spacing, setback from property lines, and maximum building heights;
 2. Location and configuration of off-street parking and loading areas, the arrangement of internal and in-out traffic movement including access roads and drives.
 3. Adjacent streets and property including lot lines, buildings, parking and drives within 200 feet of the site;
 4. Proposed and existing fences, walls, signs, lighting;
 5. Location and layout of all outdoor storage areas including storage of waste materials And location of trash receptacles;
 6. Sanitary sewers, water and other utilities including fire hydrants, as required, and proposed drainage and storm water management.
 - d. Proposed landscaping and screening plans indicating the preliminary description of the location and nature of existing and proposed vegetation, landscaping and screening elements and the existing trees to be removed.
- 3) PERFORMANCE BOND – fee based on 10% of the cost for everything **EXCEPT** the building. (asphalt, storm sewer, sewer, paving, landscaping.....)

VILLAGE OF HARTVILLE, OHIO

202 W. Maple Street

Hartville, Ohio 44632

(330) 877-9222

PLANNING COMMISSION APPLICATION

Date Submitted: _____

***Please include (6) sets of plans (11"x 17") and (1) PDF Electronic file of the plans emailed to office@hartvilleoh.com.**

Deadline for submitting applications to the Planning Department Staff is (20) days prior to the scheduled meeting. Planning Commission meets the 1st Monday of each month at 6:00 p.m.

Nature of Request:

_____ Lot Split – Replats (\$150.00) w/\$100.00 Deposit – held until mylar is brought back from Recorder’s Office

_____ Subdivision Preliminary Plat (\$200.00 + \$5.00/lot)

_____ Subdivision Final Plat (\$200.00 + \$10.00/lot)

_____ General Plan Review (\$200.00 & \$100.00 + \$0.10 per sq. ft . for Zoning Permit)

_____ Vacate Street/Alley (\$200.00 + \$1.00/Lineal foot)

_____ Zone Change (\$250.00) Existing Zone _____ Requested Zone : _____

Location (Lot Number and/or Address) _____

Submitted by:

_____ Applicant: Name: _____

Address: _____

Phone: _____

_____ Property Owner: Name: _____

Address: _____

Phone: _____

Signature of Applicant

Signature of Owner

<p><u>FOR DEPARTMENT USE ONLY</u></p> <p>APPROVED BY:</p> <p>VILLAGE OF HARTVILLE PLANNING COMMISSION</p> <p>DATE: _____</p>
--

