

**Site Plan Review**  
**City Planning Commission**  
**Findlay, Ohio**  
(Amended February 1, 2017)

Fee: \_\_\_\_\_ (See Fee Schedule)

Application #: \_\_\_\_\_

**The undersigned requests that site plan approval be granted for the use specified herein. Should this application be approved, it is understood that it shall only authorize that particular use in the manner described in this application, and any conditions or safeguards required by the Commission shall be installed and/or observed.**

1. Name of Owner \_\_\_\_\_

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

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2. Agent (if any) for Owner: \_\_\_\_\_

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

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

3. Project Address: \_\_\_\_\_

4. Legal Description \_\_\_\_\_

5. Present Zoning District: \_\_\_\_\_

6. Flood Zoning Classification: \_\_\_\_\_

7. Attach a cover letter describing the project including current and proposed uses.

8. Two separate maps are suggested when the level of details shown become difficult to make our determinations. This can be accomplished with two views on one sheet, if the scale requirements are met.

9. **EXISTING CONDITIONS REQUIRED TO BE SHOWN**

- a. A scale of not less than 1"=50' if the subject property is less than three (3) acres, and 1" = 100' if three (3) acres or more.
- b. Vicinity map of the site showing all abutting properties and addresses of abutting properties to a legible scale and northpoint. A current aerial photo is suggested that would show the adjacent properties that would show the adjacent properties.
- c. Dimensions of all lot and property lines showing the relationship of the subject property to abutting properties.
- d. Footprint of all overhangs and/or canopies, buildings, other structures, sidewalks, signs (provide height and width), loading and parking areas on the property. Each element must be labeled (i.e. 2-storehouses).
- e. Surface materials of parking areas.
- f. Location and width of all abutting street rights-of-way, alleys and driveways.
- g. Location, composition (i.e. gravel, paved), width and names of all public and private access ways abutting the property; and location, width access ways across the street from the subject property.
- h. Topographical at contour intervals of not less than 1-foot, indicating significant features such as buildings, trees, ditches and bodies of water.
- i. Location of existing utility lines, including but not limited to water, gas, electric, cable television, sanitary and/or storm sewer, relative to the development of the site.
- j. Means of storm water control, including elevations.

