

# **SITE PLAN APPROVAL PROCESS**

## ***Background***

The Zoning Code provides that certain construction activities or a change in use of a building requires site plan/design review approval by the Planning Commission. Such a requirement is intended to ensure proper site design, and to promote enhanced development by supplementing the provisions of the Zoning and Building Code.

## ***Where is the process initiated?***

Planning and Development Department  
69 South Main Street, 2<sup>nd</sup> Floor  
Oberlin, OH 44074  
(440) 775-7182

Hours: 8:30 a.m. to 5:00 p.m., Monday through Friday

Application Form and additional information is also available on the City's website: <http://www.cityofoberlin.com/formspermit.html>.

## ***When might you use the Site Plan process?***

If it is your intention to construct a new building, substantially renovate an existing building, change its use, alter the exterior appearance or construct a building addition involving commercial, industrial, institutional or multi-family (i.e. more than 3 dwelling units), site plan approval by the Planning Commission is required and the following process must be followed.

## ***What information will you need to provide?***

You will need to submit a completed Application Form, a detailed site plan, and building elevation drawings (identifying materials and colors) to the Planning Department. Depending on the nature of the proposal, varying levels of detail will also be required such as storm water management, etc.

## ***How does the Site Plan process work?***

The Planning Department will contact affected City departments to obtain their comments and/or requirements, will prepare and submit a report on the request to the Design Review Subcommittee and the Planning Commission, and will arrange for your application to be considered by the Subcommittee and the Commission. You should plan to attend those meetings to answer any questions that may arise.

## ***What is the time frame for the Site Plan process?***

The time involved varies depending on the complexity of the application. Generally speaking, the entire process will usually take about one month provided that all necessary information is submitted in a timely manner. Less complex requests such as signs can usually be reviewed in two to three weeks.

