



CITY OF OBERLIN

APPLICATION FOR PLANNING COMMISSION APPROVAL

TYPE OF APPLICATION (please check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Amendment to the Zoning Map | <input type="checkbox"/> Parking/Loading Variance |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Rooming House License/Appeal |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Other: _____ |

APPLICANT/AGENT INFORMATION:

Property Owner: _____

Property Owner Address: _____

Property Owner Telephone: _____

Contact Person: _____

Authorized Agent Name: _____

Authorized Agent Address: _____

Authorized Agent Telephone: _____

Contact Person: _____

LOCATION AND DESCRIPTION OF PROPERTY:

Municipal Street Address: _____

LOCATION AND DESCRIPTION OF PROPERTY (continued):

Legal Description of Property (check property deed for description): _____

ZONING:

Existing Zoning (please check one):

- | | |
|--|--|
| <input type="checkbox"/> R-1/Single-Family Dwelling District | <input type="checkbox"/> R-1A/Single-Family Dwelling District |
| <input type="checkbox"/> R-1B/Single-Family Dwelling District | <input type="checkbox"/> R-2/Dwelling District |
| <input type="checkbox"/> PD/Planned Development District | <input type="checkbox"/> P-1/Public Park and Recreation District |
| <input type="checkbox"/> C-1/Central Business District | <input type="checkbox"/> C-2/General Business District |
| <input type="checkbox"/> C-3/Planned Highway Commercial District | <input type="checkbox"/> M-1/Light Industrial District |
| <input type="checkbox"/> CDD/Conservation Development District | <input type="checkbox"/> O/Office District |

Requested Zoning District Classification (***for rezoning applications only – please check one***):

- | | |
|--|--|
| <input type="checkbox"/> R-1/Single-Family Dwelling District | <input type="checkbox"/> R-1A/Single-Family Dwelling District |
| <input type="checkbox"/> R-1B/Single-Family Dwelling District | <input type="checkbox"/> R-2/Dwelling District |
| <input type="checkbox"/> PD/Planned Development District | <input type="checkbox"/> P-1/Public Park and Recreation District |
| <input type="checkbox"/> C-1/Central Business District | <input type="checkbox"/> C-2/General Business District |
| <input type="checkbox"/> C-3/Planned Highway Commercial District | <input type="checkbox"/> M-1/Light Industrial District |
| <input type="checkbox"/> CDD/Conservation Development District | <input type="checkbox"/> O/Office District |

PROPOSED DEVELOPMENT (check those that apply):

- ☐ New Construction (New Building(s))
- ☐ Addition/Alteration to Existing Building(s)
- ☐ Change of Use in Existing Building(s)

Description of Proposed Development (describe in **detail** your development plans, including proposed size and use of building or proposed addition, days of operation, hours of operation, seating capacity, etc. Use additional page(s) if necessary): _____

DETAILED PROPERTY INFORMATION:

Lot or Parcel Width: _____

DETAILED PROPERTY INFORMATION (continued):

Land Area of Property: _____ (in sq. ft. or acres)

Total Building Coverage (of each existing building on property):

Building #1: _____ (in sq. ft. or acres)

Building #2: _____ (in sq. ft. or acres)

Building #3: _____ (in sq. ft. or acres)

Additional: _____ (in sq. ft. or acres)

Total Building Coverage (as % of lot area): _____

Gross Floor Area of Building(s) on Property (identify the square footage of different uses for all buildings (i.e. 800 sq. ft. is retail space and 500 sq. ft. is storage space, etc.)): _____

Building Height: _____

Proposed Building(s) Height (for any new construction): _____

Number of Dwelling Units (if applicable): _____

Number of Proposed Off-Street Parking Spaces: _____

Number of Proposed Loading Spaces: _____

Parking Area Coverage - including driveways (in sq. ft.): _____

Landscaped Area (in sq. ft.): _____

APPLICATION AUTHORIZATION:

If this application is signed by an agent, authorization in writing from the property owner of record is required. Where owner is a corporation, the signature of authorization should be by an officer of the corporation under corporate seal.

Signature of Owner or Agent

Date

NOTE: Applicants and/or their Authorized Agents are **strongly encouraged** to attend Planning Commission meetings.

PERMISSION TO ACT AS AUTHORIZED AGENT:

As owner of _____ (municipal street address of property), I hereby authorize _____ to act on my behalf during the Planning Commission approval process.

Signature of Owner or Agent

Date

REQUIRED SUBMITTALS:

Conditional Use Permits, Site Plan Approvals, etc.:

- 18 copies of a site plan for property
- Application fee for **Site Plan Approvals: \$100.00**
- Application fee for **Conditional Use Permits: \$175.00**

For Amendment to the Zoning Map Applications:

- 18 copies of a site plan for property
- 1 copy of the deed or legal description for property
- **Application fee: \$250.00**
- A draft ordinance
- List of property owners within 200 feet

NOTE: In addition to said fees, the City may also collect from the applicant any extraordinary costs (as determined by the City) that the City may incur in providing any required hearing notification, professional assistance to evaluate the plans, etc.

****There will be a fee of \$300.00 assessed to any applicant requesting a “special/emergency” meeting of the Planning Commission.****



CITY OF OBERLIN

SITE PLAN REQUIREMENTS

Site plan approval is required whenever a building is constructed or a new use is established; whenever an existing building is altered and there is an increase in the number of dwelling units, seating capacity, or floor areas of buildings; and whenever the use of an existing building is changed: when a parking lot is established or expanded; etc. (Chapter 1357 of the Oberlin Zoning Code).

All plans submitted to the Planning Commission must be neat, concise, accurate, complete and must be drawn to scale. Any plans submitted that are not drawn to scale or without adequate details will not be processed.

The following details are to be shown on the site plan/off-street parking plan:

General Requirements

- A key plan showing the location of the property relative to the surrounding area (should include closest major streets).
- The plan must be drawn to a scale not smaller than 1" to 100'. An engineering scale must be used (for example, 1" = 10' or 1" = 20').
- All plans must show date of preparation and dates indicating any revisions to plans.
- All plans must include a north arrow oriented to the top of the page.
- A legend, in chart form, to include the following where applicable:
 - 1) Lot area
 - 2) Building coverage
 - 3) Total floor area
 - 4) Area of addition (if applicable)
 - 5) Building height
 - 6) Landscaped area
 - 7) Number of parking spaces provided

Design Details

The applicant must submit information as outlined in Section 1357.04 of the Zoning Code for those requests involving site plan/design review approval. The following briefly summarizes some of those requirements.

Property Description: The site plan should accurately reflect the size and shape of the property. A survey plan is required to ensure the accuracy of information submitted.

Buildings: All buildings should be shown on the site plan indicating setbacks from all lot lines, distance between buildings, dimensions of all buildings, identification by type of each building and number of stories, and distances between buildings on adjacent properties. Building elevations, materials, colors, etc. should also be identified.

Parking Areas: Designated as to garages, carports, or open parking; with all spaces numbered and a typical parking stall dimensioned, poured concrete curbing (to be indicated by double lines) or bumper blocks pegged in place and surfacing material indicated (asphalt, paving stones, or concrete). If parking is underground, the extent of the underground garage and the location of ramps should be indicated.

Driveway and Ramps: With dimensions, indicating vehicular circulation (if one way) and curbs (to be indicated by a double line). Show curve radii of curbs at all street access and driveway intersections. Pedestrian and bicycle circulation should also be indicated on the plan.

Landscaping: Location and identification of all landscaping features including planting beds, sodded areas, treatment of garbage collection areas and fencing including privacy fencing or screening. The type and location of any exterior lighting should also be included where appropriate.

Other Features: With dimensions: retaining walls, protective railings, walks (indicating material), areas of recreation, play lots or areas to be landscaped, service and delivery access, outside garbage areas (to be screened on all sides), loading zones, road rights-of-way and easements (if any), and location of existing/proposed sewer and water lines and their size. All property lines and public grounds on or adjacent to the subject site should also be indicated on the site plan. A grading and drainage plan should also be submitted along with calculations on storm run-off from the project, proposed erosion, and sediment control measures.

An example of a site plan is attached.

NOTE: Additional plans may be required by the Planning Commission. The Building Division will require additional plans/information prior to the issuance of any building permits. In addition, other City Departments such as Public Works and OMLPS may require other plans and permits.

FIGURE 1
SITE PLAN

