

## CITY OF BEAVERCREEK ADMINISTRATIVE SITE PLAN REVIEW APPROVAL

### CHECKLIST OF REQUIRED INFORMATION

- \_\_\_\_\_ 1. Application fee (\$250.00 for ASRA and ASRA major modification, \$200 for minor modification and \$150 for incidental modification) and one copy of the application form (attached) completed showing:
- \_\_\_\_\_ A. Applicant's name, address, phone number.
  - \_\_\_\_\_ B. Name, address, phone number of all owners of the property.
  - \_\_\_\_\_ C. Signature by applicant.
  - \_\_\_\_\_ D. If applicant is not the property owner, submit current notarized written statement signed by property owner(s) appointing applicant as owner's agent (form attached).
  - \_\_\_\_\_ E. Name, address, phone number, e-mail address of contact person for information and questions.
  - \_\_\_\_\_ F. Name, phone number, e-mail address of Engineer, Attorney, and architect if applicable.
- \_\_\_\_\_ 2. All commercial applications require the attached Plan Review Fee.
- \_\_\_\_\_ 3. One copy of a written legal description of property incorporated in site plan boundary in letter or legal size. (Not required for Incidental MOD.)
- \_\_\_\_\_ 4. One copies of a detailed site plan shall show the following required information (may not be required for Incidental MODs). Information may be shown on one drawing or may be separated into more than one drawing for purposes of legibility and clarity. Drawing sheet sizes shall not exceed 24" by 36". All plans shall be at a scale of 1" = 30', 1" = 40', or 1" = 50'.
- \_\_\_\_\_ A. The location, dimensions, outline, height, gross floor area, type of use, and entrances of all structures. Total gross square footage of all structures shall be listed on the plan sheet. (If single family only, show maximum outline of building area for each lot.)
  - \_\_\_\_\_ B. Proposed public and/or private streets and vehicular access ways including curb and gutter, street width, right-of-way width and street names.
  - \_\_\_\_\_ C. Proposed sidewalks, walkways, pedestrian paths and bike paths with widths of each.
  - \_\_\_\_\_ D. Proposed widening of existing streets including turn lane improvements within or adjacent to the project area.
  - \_\_\_\_\_ E. Proposed vehicular parking areas including parking lot striping, parking space dimensions, handicapped parking space locations

and dimensions, location and width of points of ingress and egress, location and width of all parking access aisles, location and dimensions of all fire lanes and location of "Fire Lane - No Parking" signs. Total number of parking spaces proposed shall be listed on the plan sheet.

- \_\_\_\_\_ F. Proposed parkland, recreation facilities and recreation areas.
  - \_\_\_\_\_ G. Distances of setbacks of all structures from project boundaries, from proposed property lines, from streets and parking areas, and between structures.
  - \_\_\_\_\_ H. Distance of setbacks of all parking areas from structures and property lines.
  - \_\_\_\_\_ I. Proposed utility systems including location and sizes of water, sanitary sewer and gas lines, storm sewers, and storm drainage control systems, plus location of fire hydrants and fire connections to buildings and location and dimensions of trash disposal systems.
  - \_\_\_\_\_ J. Proposed exterior lighting including location, type and height of lighting sources for buildings, parking areas, streets and access ways and landscaped areas.
  - \_\_\_\_\_ K. Proposed landscaping plans including the boundaries and total area (square footage) of all landscaped areas, the location, general type and size and height of all landscaping vegetation and all natural materials screening devices, plus location, type and height of all manmade materials used for screening and buffering devices.
  - \_\_\_\_\_ L. Total amount of open space (area not covered by impervious surfaces) and its percentage of development for each phase of the development shall be listed on the plan sheet.
  - \_\_\_\_\_ M. The proposed final topography of the development site with contour intervals at two (2) feet.
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- \_\_\_\_\_ 5. One copy of color building elevations indicating true colors and materials of all proposed changes to the building exterior. Sizes shall not exceed 24" x 36.
  - \_\_\_\_\_ 6. One copy of Engineering studies and plans showing proposed street improvements, nature and extent of earth work required for site preparation and development, and studies and calculations regarding storm water control and drainage systems for the project. (May not be required for Minor or Incidental MODs.)
  - \_\_\_\_\_ 7. **An electronic copy of all plans listed in #4 and #5 above.**
  - \_\_\_\_\_ 8. A written and signed "letter of intent" establishing intentions as to development of the property, including existing and proposed use(s) of the property, and a detailed listing of the common ownership or unified control of the entire property or properties included in the proposed development.

- \_\_\_\_\_ 9. Impact fees, as required by the Engineering Department.
- \_\_\_\_\_ 10. For ASRA and ASRA Major Modifications, a list of property owners located within the 500-foot buffer area from the Greene County website. To obtain the list use the link: <http://gis.co.greene.oh.us/onlinemaps/>.

**AGENT FORM**

The undersigned, owner(s) of the certain real property described in the attached Exhibit "A" (the "Property"), do hereby appoint and expressly grant full authority to \_\_\_\_\_ to act as the sole agent of and on behalf of the undersigned in all matters related to and in connection with the attached PUD Application for rezoning and concept plan of the property, specific site plan approval for the property or modification to the PUD. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Beavercreek in connection with this same case, and by all decisions made by the city in connection with this same case.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Sworn to before me and subscribed in my presence by the said \_\_\_\_\_  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

## PLAN REVIEW FEES

<u>Commercial Building Gross Square Footage</u>	<u>Review Fees</u>
1 to 4,999 square feet	\$550.00
5,000 to 9,999 square feet	\$825.00
10,000 to 24,999 square feet	\$1,100.00
25,000 to 49,999 square feet	\$1,375.00
50,000 to 99,999 square feet	\$1,650.00
100,000 to 199,999 square feet	\$2,200.00
200,000 square feet and above	\$3,300.00
<u>Residential</u>	
Multi-Family	\$1,500.00

**CITY OF BEAVERCREEK**  
**LAND DEVELOPMENT APPLICATION**

Date: \_\_\_\_\_

Case Number: \_\_\_\_\_  
Zoning and Concept Plan \_\_\_\_\_  
Specific Site Plan \_\_\_\_\_  
Modification \_\_\_\_\_  
ASRA \_\_\_\_\_  
Conditional Use \_\_\_\_\_  
Prior Case Reference \_\_\_\_\_

Project Name: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Parcel ID(s): \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Total acres included in this application: \_\_\_\_\_

Type of Development: Residential  Commercial  Office  Industrial

Other \_\_\_\_\_

Brief description of application request: \_\_\_\_\_

\_\_\_\_\_

Applicant's status: Owner  Lessee  Purchaser  Agent

Name of Engineer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Engineer's Email Address: \_\_\_\_\_

Name of Architect: \_\_\_\_\_ Telephone: \_\_\_\_\_

Architect's Email Address: \_\_\_\_\_

Name of Attorney: \_\_\_\_\_ Telephone: \_\_\_\_\_

Attorney's Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person's Email Address: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

By the above signature, the applicant hereby attests to the truth and exactness of all information supplied and submitted on and with this application. By the above signature, the applicant furthermore consents to be bound by this application, by any agreement made by the applicant or its agent, and by all decisions made by the City of Beavercreek relating to and in connection with the application.

Date Received in Planning Department \_\_\_\_\_ Received by \_\_\_\_\_

Application Fee Paid \_\_\_\_\_ Plan Review Fee Paid \_\_\_\_\_