

CITY OF BEAVERCREEK ADMINISTRATIVE SITE PLAN REVIEW APPROVAL

CHECKLIST OF REQUIRED INFORMATION

- _____ 1. Application fee (\$250.00 + \$25.00/acre + fraction thereof for ASRA and ASRA major modification, \$200.00 for minor modification and \$150.00 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. Three 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. Three copies 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. Three copies 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 may be applicable and collected at the permit stage, as determined by the Engineering Department.

- _____ 10. 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 application. 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

**STATEMENT OF APPLICANT OBLIGATION FOR PAYMENT
OF CERTAIN PROFESSIONAL COSTS AND EXPENSES**

The Applicant is obligated by Ordinance 85-32 to pay the City of Beavercreek (“City”) for all costs and expenses incurred by the City if this application or request causes the City to incur expenses and costs for an independent consultant to either review, evaluate or comment on data or information submitted by the Applicant, or to prepare information or data in connection with the City’s review and evaluation of the application or request. If an application or request filed with the City causes the City to devote to that same application or request time and professional skills of a City employee who is an engineer or surveyor (or other member or a so-called “learned professional”, the members of which are licensed by or registered with the State of Ohio), the costs and expenses to the City of the time devoted to that application or request shall be the obligation of the Applicant. The total amount of such costs and expenses shall be derived by the method of calculation pursuant to the then current legislative policy for such calculation.

The payment of expenses and costs referred to in this statement shall be made to the City of Beavercreek in accordance with the then current administrative policy for such payment. An application or request may require funds to be deposited in advance with the City for such costs and expenses. The payment of such costs and expenses shall be in addition to any other application fee required by the City.

The person whose signature appears below as Applicant states that she/he has full and complete authority to agree to, bind and obligate the Applicant to pay the costs and expenses referred to in this statement and to fully comply with the above statement.

By the signature below, the Applicant herein states she/he has fully and completely read the above statement, understands the above statement, and agrees to full comply with the above statement.

Witness

Applicant’s Signature

Date

Witness

Project

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

Case Number: _____
Zoning and Concept Plan _____
Specific Site Plan _____
Modification _____
ASRA _____
Conditional Use _____
Amendment _____
Prior Case Reference _____

Date: _____

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 _____