



**Application for Site Plan Review**

Community Development and Revitalization Department  
260 S. Garber Drive, Tipp City, Ohio 45371  
Phone: 937-506-3172  
[www.tippcityohio.gov](http://www.tippcityohio.gov)

**For Staff Use Only**

Submittal Date:

Date Application Determined Complete:

Fee Paid:

Receipt #:

Staff Initials:

Case/Permit Number:

**Site Plan Review Information**

1. An application for site plan review is typically reviewed by the Zoning Administrator but, in some instances, may be reviewed by the Planning Board. The Zoning Administrator has the authority to forward any site plan application to the Planning Board for review.
2. The review procedure and criteria are established in Section 154.03(F) of the Tipp City Zoning Code.
3. Approval of a site plan review application does not guarantee any other approvals (e.g., zoning permit reviews). The applicant shall be responsible for applying for any other necessary permits or reviews.
4. The application fee for site plan review is due at the time the application is submitted.
5. Answers to any of the project information questions on this application may be answered in the application form and/or on any plans or maps submitted in connection with this application.

**Basic Information**

Project Address:

Miami County Tax Parcel ID:

Project Cost:

Existing Zoning District:

Describe the Existing Use of the Property:

Project Name:

If the application includes multiple properties, the applicant may include a separate sheet identifying all of the properties that are part of this application, including each property's address, tax ID number, existing zoning, and existing land use.

**Applicant Information**

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number:

Contact E-Mail:

The applicant may attach a separate sheet of a paper with contact information for additional people, if necessary (e.g., additional owners, registered engineer, landscape architect, etc.).

**Additional Project Information**

**1) Describe the proposed use of the site, in detail, including the land use, potential number of employees, seats, capacity, etc. Use additional sheets of paper if necessary.**

Blank area for providing additional project information.

Case/Permit Number:	
<b>Additional Project Information</b>	
<b>2) Provide the following information on the principal building. All measurements shall be in feet or square feet.</b>	
Building Height:	Number of Stories/Levels:
Building Footprint Area:	Total Building Floor Area:
Front Yard Setback:	Rear Yard Setback:
Side Yard Setback (Left):	Side Yard Setback (Right):
Other Setbacks:	
Other Building Information or Comments:	
<b>3) Provide the following information on the electrical needs:</b>	
Size of Service Requested:	
Location and Construction Details:	
Special Equipment:	
Own Transformer:	
Expected Monthly Usage (KWH):	Expected Rating (KVA Demand):
Comments:	
<b>4) Provide the following information on the domestic water needs:</b>	
Size of Service Requested:	
Basis for Design:	
Water Service Details:	
Fire Service:	
Landscape Irrigation:	
Comments:	
<b>5) Provide the following information on the sanitary sewer needs:</b>	
Size of Service Requested:	
Basis for Design:	
Special Pre-Treatment:	
Location, Connection:	
Sanitary Service Details	
Comments:	

Case/Permit Number:	
<b>6) Provide the following information on the storm water management needs:</b>	
Storm Water Detention Plan:	
Storm Water Retention Plan:	
Outlet to:	
100 Year Storm Calculations:	
1 Year Storm Calculations:	
Total Quantity of Detention Proposed:	
Storm Piping Details:	
Is any portion of the property located in the FEMA Flood Zone? If so, please provide details:	
Comments:	
<b>7) Provide the following information on the parking lot design:</b>	
Type and Thickness of Paving:	
Total Number of Spaces:	Number of Compact Spaces:
Number of Handicapped Spaces:	
Minimum Parking Space Dimensions:	
Minimum Width of Parking Drive Aisles:	<input type="checkbox"/> One-Way Traffic <input type="checkbox"/> Two-Way Traffic
Number and Type of Truck Loading Spaces:	
Number of Drive-Through Facilities:	
Number of Vehicle Stacking Spaces for the Drive-Through:	
Driveway Width (at Right-of-Way):	
Separation Distance between Centerline of Driveways:	
Comments:	
<b>8) Provide the following information on the exterior and parking lot lighting:</b>	
Maximum Foot-Candles at the Property Lines:	
Maximum Height of any Light Fixtures:	
Number of Light Poles:	
Check the types of lighting fixtures to be used: <input type="checkbox"/> Floodlights <input type="checkbox"/> Pole-Mounted <input type="checkbox"/> "Shoebox" <input type="checkbox"/> Building Mounted <input type="checkbox"/> Under Canopy <input type="checkbox"/> Decorative/Landscaping <input type="checkbox"/> Other	
Lighting Details and Fixture Information:	

Case/Permit Number:
<b>9) Provide the following information on landscaping:</b>
What is the width and type of landscaping to be provided along the street:
What is the width and type of landscaping to be provided along the other sides of the lot:
What is the total square footage of landscaping to be provided within the interior of any parking areas:
What is the percentage ratio of interior parking lot landscaping to paved area?
What are the existing uses of the properties adjacent to this site: To the North: To the East: To the South: To the West:
Will there be an irrigation system? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many new trees will be planted:
How many new shrubs will be planted:
Are you installing any walls, fences, or hedges:
What is the percentage of impervious surface of the site as compared to the total site area:
<b>10) List any other pertinent information related to the site plan. Used additional sheets of paper if necessary.</b>
<b>Signature</b>
<b>I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. Furthermore, I certify that I am the property owner or a duly authorized agent of the property owner for this application. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any subsequent review applications.</b>
Print Name:
Signature:
Date:

Case/Permit Number:
<b>Site Plan Review Approval - For Staff Use Only</b>
The signature below authorizes only the work that was approved as part of this application

Signature
Date of Approval:
Expiration Date (if applicable):
Comments:

<b>Site Plan Review Submittal Requirement Checklist</b>	
<b>General Information</b>	
<input type="checkbox"/>	Legal description of the property
<input type="checkbox"/>	Any additional information determined to be necessary by the Zoning Administrator
<b>Site Plan (Minimum scale of 1" = 100') that includes:</b>	
<input type="checkbox"/>	Date, north arrow, scale, and a legend for all symbols
<input type="checkbox"/>	Parcel boundaries and existing zoning district boundaries for the subject site and all properties adjacent to the subject site
<input type="checkbox"/>	Existing building footprints and dimensions (e.g., separation distances) of all existing buildings on all properties adjacent to the subject site
<input type="checkbox"/>	The location and dimensions of all proposed drives, service and access streets, sidewalks, curb openings, signs, exterior lighting, parking lots areas (including typical parking space dimensions), loading spaces, vehicle stacking spaces, walls, fences, and landscaping
<input type="checkbox"/>	A landscape plan illustrating the location of all existing vegetation to be maintained and all proposed landscaping and buffering
<input type="checkbox"/>	Proposed location of any principal and accessory buildings on the subject site
<input type="checkbox"/>	Existing watercourses and bodies of water including any applicable flood hazard areas
<input type="checkbox"/>	The general location of any proposed stormwater facilities
<b>Building Elevations</b>	
<input type="checkbox"/>	Illustrations or elevations of the principal building to sufficiently demonstrate the size, height, and general appearance of the building