

**CITY OF SPRINGDALE, OHIO
SPRINGDALE BUILDING DEPARTMENT
11700 SPRINGFIELD PIKE SPRINGDALE, OHIO 45246
TELEPHONE: (513) 346-5730**

<https://www.springdale.org/building-department>

<p>MINOR PROJECTS SUBMISSION REQUIREMENTS AND INSTRUCTIONS FOR CONCEPT PLAN, DEVELOPMENT PLAN, CONDITIONAL USE or SIMILAR USES; PLANNED UNIT DEVELOPMENT and TRANSITION OVERLAY DISTRICT FINAL DEVELOPMENT PLAN or MINOR MODIFICATION</p>
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An application for the Minor Projects listed above to the Planning Commission submitted to the City of Springdale Building Department must comply with the requirements and procedures outlined herein.

A Minor Project typically needs to ONLY be heard and **approved** by the Planning Commission.

This packet contains a checklist of general, written, and graphic requirements **intended to be included with an application** for review by the Planning Commission. The checklist, together with all required information and application forms, must be submitted in complete and accurate form before the Request for Approval will be processed by the Building Department.

The filing Due Date of the application packet shall be the date on which all submitted information is examined by the Building Department and found to meet all the requirements as described in this packet.

The Meeting Schedule is determined approximately a year in advance and is located on the Building Department's website at: <https://www.springdale.org/planning-commission>. This schedule includes **Meeting Dates** and document **Submittal Due Dates**. The closing date represents the final day on which an application will be accepted for each month's meeting cycle. **After the closing date, the applicant cannot modify any portion of the information submitted unless specifically requested by the staff or Planning Commission, or City Council. Early submission is therefore, highly recommended to assure placement on the agenda and adequate time for revisions and corrections.**

ALL MEETINGS ARE HELD IN THE CITY COUNCIL CHAMBERS AT 11700 SPRINGFIELD PIKE, SPRINGDALE, OH AT 7:00 P.M. THE APPLICANT OR A REPRESENTATIVE WILL BE EXPECTED TO BE IN ATTENDANCE ON THE SCHEDULED MEETING DATE, UNLESS ADVISED OTHERWISE BY THE BUILDING DEPARTMENT.

Note: City Council will schedule a public hearing following Planning Commission's action when necessary.

August 29, 2023

**MINOR PROJECTS SUBMISSION REQUIREMENTS FOR
CONCEPT PLAN, DEVELOPMENT PLAN, CONDITIONAL USE or SIMILAR USES;
PLANNED UNIT DEVELOPMENT and TRANSITION OVERLAY DISTRICT
FINAL DEVELOPMENT PLAN or MINOR MODIFICATION;
ROUTE 4 CORRIDOR REVIEW DISTRICT**

1. GENERAL REQUIREMENTS

1.1 SUBMISSION CLOSING DATE (DATE: / /)

The application packet must be submitted to the office of the City of Springdale Building Department no later than the due date. Early submission is recommended to assure placement on the agenda and adequate time for revisions and corrections.

Incomplete submittals will not be accepted for processing or be placed on agenda.

2. APPLICATION FEE (Please make check payable to City of Springdale)

All Planning Commission applications for all development projects, shall be accompanied by a deposit to be drawn on by the City to cover the expenses incurred with the project as identified below.

Such expenses may include items such as the cost of professional services including expenses and legal fees in connection with reviewing the plan, prepared reports, inspections, the publication and mailing of public notice, and any other reasonable expenses. Ten percent (10%) shall be added to the expenses of the applicant to provide for the review of the plans by City Staff.

At the time of submitting the application for consideration, the applicant shall make a deposit to the City in the amount equal to the estimated cost of the City's expenses. **The initial deposit shall be as shown on the Fee Schedule** located on the Building Department's website at: <https://www.springdale.org/planning-commission>. When this deposit has been depleted to thirty-three percent (33%), another deposit may be requested by the City. For those projects where the City's costs are estimated to be less than \$500.00, no deposit may be required.

Cancellations of the application must be submitted to the Building Department in writing.

3. WRITTEN REQUIREMENTS – Select one type of Application below

3.1 CONDITIONAL USE and SIMILAR USE APPLICATIONS

3.1.1 MINOR PROJECT APPLICATION FORM – Complete submit the original Major Project Application with the type of project identified.

3.1.2 OWNER’S AFFIDAVIT - Complete and submit the original of the Owner’s Affidavit for EACH DIFFERENT PARCEL included in the overall project (provided with Application).

3.1.3 DESCRIPTION OF REQUEST AND REASONS FORM - Complete and submit the Description of Request and Reasons form (provided in this packet).

3.11 CHECKLIST OF REQUIREMENTS - Submit this checklist fully completed.

3.2 CONCEPT PLAN, DEVELOPMENT PLAN REVIEW; PLANNED UNIT DEVELOPMENT and TRANSITION OVERLAY DISTRICT: FINAL DEVELOPMENT PLAN or MINOR MODIFICATION; and ROUTE 4 CORRIDOR REVIEW DISTRICT APPLICATIONS

3.2.1 MINOR PROJECT APPLICATION FORM – Complete and submit the original Minor Project Application with the type of project identified.

3.2.2 OWNER’S AFFIDAVIT - Complete and submit the original of the Owner’s Affidavit, one for EACH DIFFERENT PARCEL included in the overall project (provided with Application).

3.2.3 PROPERTY DEED - Submit one (1) copy of the deed of the subject property as filed in the Hamilton County Recorder’s Office.

3.2.4 METES AND BOUNDS LEGAL DESCRIPTION - Submit on 8 1/2” x 11” a metes and bounds description of the subject site; the amount of area contained within the site; and, a statement, signed by a registered surveyor in the State of Ohio, certifying that the description of the property proposed to be revised is a complete, proper and legal description thereof. *(Not Required for Concept Plan Review)*

3.2.5 WATER AND SEWER AVAILABILITY – Provide a copy of a letter from each utility provider confirming availability. *(Not Required for Concept Plan Review)*

3.2.6 FINAL FORM OF COVENANTS - The final form of covenants running with the land and deed restrictions (including the use of common land); covenants, restrictions or easements to be recorded; declaration of covenants, restrictions, and bylaws of a homeowners association and its incorporation; declaration of condominium ownership and other covenants, if any for maintenance. *(Not Required for Concept Plan Review)*

3.2.7 TRAFFIC STUDY - If the proposed development will generate more than 100 trips in a peak hour period, a traffic impact analysis shall be required identifying existing roadway capacity, trips to be generated by the proposed development, anticipated impact of the proposed development on the existing roadway network and what improvements are necessary to mitigate any impact the development may have.

3.2.8 ESTIMATED COST - The estimated project cost, including estimates for all public and private improvements. *(Not Required for Concept Plan Review)*

3.2.9 CONSTRUCTION SCHEDULE – Provide an estimated Construction Schedule for the project through completion. *(Not Required for Concept Plan Review)*

3.2.10 APPROVED PRELIMINARY DEVELOPMENT PLAN – If previously approved, provide a copy of the previously approved Preliminary Development Plan (11”x 17”).

3.2.11 CHECKLIST OF REQUIREMENTS - Submit this checklist fully completed.

4. GRAPHIC REQUIREMENTS – Select one type of Application below

___ 4.1 CONCEPT PLAN, CONDITIONAL USE and SIMILAR USE APPLICATIONS

___ 4.1.1 DETAILED DRAWINGS - Submit any drawings which help to describe the request before the Planning Commission and illustrate how the Project complies with the City’s Zoning Code (i.e. Site Plans, Plot Plans, Floor Plans, Building Elevations, Sign Drawings, (recommended to be in color), Etc.) Drawings should include (when applicable) all of the following:

- A. Name of project, date, scale, north arrow, map title and Index, name and address of applicant and present owner, and vicinity map, existing/proposed property lines, parcel numbers, right-of-way and utility easements, Zone Districts identified existing/ proposed contour lines, and front, side, and rear yard setbacks for all structures and parking areas. **(This should be an actual Survey unless waived by Building Official);**
- B. The size and location of all existing and proposed structures, including existing and proposed uses of entire site and all structures.

___ 4.1.2 PHOTOGRAPHS (If Applicable) - Provide photographs to help to clarify project and request to the Planning Commission.

___ 4.1.3 OTHER SUPPORTING INFORMATION (If Applicable) - Provide any other supporting information which will assist the Board in understanding and evaluating your case (i.e. brochures, literature, etc.)

___ 4.2 DEVELOPMENT PLAN REVIEW; PLANNED UNIT DEVELOPMENT and TRANSITION OVERLAY DISTRICT: FINAL DEVELOPMENT PLAN or MINOR MODIFICATION; and ROUTE 4 CORRIDOR REVIEW DISTRICT APPLICATION

___ 4.2.1 PRELIMINARY DEVELOPMENT PLAN - Submit the Preliminary Development Plan with any associated Conditions and the Decision Letter previously approved by the Planning Commission (when applicable);

___ 4.2.2 DETAILED (FINAL DEVELOPMENT PLAN/MINOR MODIFICATION DRAWINGS - Submit any drawings which help to describe the request before the Planning Commission and illustrate how the Project complies describe the request before the Planning Commission and illustrate how the Project complies with the City’s Zoning Code (i.e. Site Plans Floor Plans, Building Elevations, Sign Drawings, (all in color), Etc.) Drawings should include (when applicable) all of the following:

- A. Name of project, date, scale, north arrow, map title and Index, name and address of applicant and present owner, and vicinity map, existing/proposed property lines (of subject property and properties within 200’), right-of-way and utility easements, existing/proposed contour lines (2’ intervals or less), and front, side, and rear yard setbacks for all structures and parking areas;
- B. Summary table calculating existing and proposed uses of facilities, proposed parking spaces, parking spaces required by the Zoning Code, existing and proposed trees and landscape features and other physical and natural features required by the Zoning Code, floor areas, density and seating capacity (where applicable);
- C. Site Area Calculations (net) of entire site, excluding streets and right-of-ways;
- D. The use and approximate location of existing pavements, public access points and driveway aprons, sanitary and storm sewers, sidewalks and curbs, trees and landscape features and other physical and natural features; structures to be demolished shown in dashed lines and existing structures within 200 feet, proposed general location of buildings, parking areas,

- open space, signage, waste receptacle and landscape areas;
- E. Proposed density levels of each residential area and acreage and square feet of business uses;
- F. Proposed general location of major vehicular and pedestrian circulation, showing how this circulation pattern relates to the primary and secondary road alignments designated on the City of Springdale Thoroughfare Plan;
- G. Tree Survey and Tree Removal Plan;
- H. Portion of property, in acreage and percentage, to be developed as impervious surface;
- I. Specific engineering plans, including site grading showing all site features and finished grading for public and private lands within the development area, street improvements, sidewalks, drainage and utility improvements, and extensions as necessary;
- J. Landscaping Plans, including quantity, size and varieties of landscaping;
- K. Photometric lighting plan extending 20' beyond subject property lines including cut sheet details of fixture and pole;
- L. Preliminary building plans, including floor plans, elevations and building materials;
- M. Signage Plan indicating location, height, size illumination, and materials;
- N. Such other relevant information as the Planning Commission may require.

PLEASE KNOW THAT ALL DOCUMENTATION LISTED ABOVE MUST BE INCLUDED ON THE PLANS SUBMITTED FOR REVIEW TO BE CONSIDERED COMPLETE!

_____ **4.2.3 PHOTOGRAPHS** (If Applicable) - Provide photographs to help to clarify project and request to the Planning Commission.

_____ **4.2.43 OTHER SUPPORTING INFORMATION** (If Applicable) - Provide any other supporting information which will assist the Board in understanding and evaluating your case (i.e. brochures, literature, etc.)

5 ELECTRONIC DOCUMENT REQUIREMENTS

_____ **5.1 PROJECT APPLICATION** - Submit One (1) electronic copy of all Project Application documents.

_____ **5.2 DETAILED DRAWINGS** - Submit One (1) electronic copy of all Detailed Drawing documents.

**DESCRIPTION OF PROPOSED SIMILAR USE
FOR SIMILAR USE APPLICATIONS**

THE APPLICANT SHOULD PREPARE DEFINITIVE STATEMENTS REGARDING THE FOLLOWING: (USE ADDITIONAL SHEETS IF NECESSARY)

Existing ZONING DISTRICT CLASSIFICATION for this property is: _____

1. Describe the proposed Similar Use and all accessory uses proposed for the property.

2. Is this main or accessory use listed as a main or accessory use in any other Zoning District?

3. What main or accessory use permitted on this property is the proposed use most similar to?

4. In what ways does this Similar Use conform with the basic characteristics of the Zoning District Classification for the property?

5. How is this Similar Use more appropriate for this Zoning District than any other Zoning District?

6. Does the proposed use create dangers to health and safety, or create offensive noise, vibration, dust, heat, smoke, odor, glare or other objectionable influences? Are these to any extent greater than listed permitted uses in the District?

7. Does this use create traffic to a greater extent than the listed permitted uses in the District?