An application to make a minor improvement which requires Planning Commission approval submitted to the Office of the City of Springdale Building Department must comply with the requirements and procedures outlined herein.

This packet contains a checklist of general, written, and graphic requirements and the application submittal forms which explain the development plan minor revision process. The checklist, together with all required information and application forms, must be submitted (originals) in complete and accurate form before the amendment will be processed by the Building Department.

The filing date of the application packet shall be the date on which all information submitted is examined by the Building Department and found to meet all the requirements as described in this packet. The schedule below lists the closing dates for the filing of applications and corresponding hearing dates for each cycle. The closing date represents the final day on which an application will be accepted. ALL requested information, signatures, documentation and copies are required when submitting this application. Incomplete or late packets will NOT be accepted. After the closing date, the applicant cannot modify any portion of the information submitted unless specifically requested by the staff, Planning Commission or City Council. Early submission is therefore, highly recommended to assure placement on the agenda and adequate time for revisions and corrections.

2019-2020 CLOSING DATES AND SCHEDULES OF MEETINGS

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<th>DUE DATE</th>
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NOTE: THE APPLICANT OR A REPRESENTATIVE WILL BE EXPECTED TO BE IN ATTENDANCE ON THE SCHEDULED MEETING DATE AT 7:00 P.M. IN THE CITY COUNCIL CHAMBERS AT THIS ADDRESS UNLESS ADVISED OTHERWISE BY THE BUILDING DEPARTMENT
SUBMISSION REQUIREMENTS
FOR MINOR IMPROVEMENTS REQUIRING
PLANNING COMMISSION APPROVAL
CITY OF SPRINGDALE ZONING CODE

FOR CITY OF SPRINGDALE BUILDING DEPARTMENT USE ONLY:

__________________________________________  __________
CASE #  DATE RECEIVED:

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 in person, no later than the due date. Prior to submitting the application packet and necessary
information, the applicant should revise proposed amendment as advised by the Building Department.
After the closing date, the applicant cannot modify any portion of the information submitted unless
specifically requested by the staff, Planning Commission or City Council. Early submission is
recommended to assure placement on the agenda and adequate time for revisions or corrections.
Incomplete or inaccurate applications will not be accepted for processing or be placed on the agenda
for any hearings or meetings.

__ 1.2  APPLICATION FEE  ($2,000.00 - MAKE CHECK PAYABLE TO CITY OF SPRINGDALE)

An application for approval of improvements to be reviewed by the Planning Commission shall be
accompanied by a deposit to be drawn on by the City to cover the expenses incurred in the review of the
application. 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, and any other
reasonable expenses directly attributable thereon. Ten percent (10%) shall be added to the final expenses
of the applicant to provide for the review of the plans by City Staff. At the time of submitting the
application to the Building Official and Planning Commission for consideration, the applicant shall make a
deposit with the office of the City Clerk of Council/Finance Director in the amount equal to the estimated
cost of the City’s expenses. The initial deposit shall be $2,000.00. 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. In such case, the City’s
costs may be recovered by billing the developer. Failure to pay the above costs within thirty (30) days
of invoice shall stop all processing and review of the site development plans or shall cause suspension
of all development activities on the site and shall possibly result in a municipal lien being placed
against the property to recover the expenses.

Cancellations of the minor improvements application must be submitted to the Building Department in
writing.
2. WRITTEN REQUIREMENTS

___ 2.1 MINOR IMPROVEMENT APPLICATION FORM

Complete and submit the original and one (1) copy of the application form.

___ 2.2 OWNER'S AFFIDAVIT

___ 2.3 CHECKLIST OF REQUIREMENTS

Submit this checklist fully completed.

3. GRAPHIC REQUIREMENTS

___ 3.1 MINOR IMPROVEMENTS PLANS

The Minor Improvement Plan (a single drawing at a scale of fifty feet to the inch or larger - unless otherwise approved by the Building Department) showing the items listed below:

___ A. Name of project, date, scale, north arrow (north shall be top of plan), map title, total number of sheets and sheet number;

___ B. Name and address of applicant, present owner, person/firm preparing the plans etc.;

___ C. Summary table indicating existing and proposed uses of facilities, proposed parking spaces, parking spaces required by the Zoning Code, floor areas, density and seating capacity (if applicable to the request being made)

___ D. Area of entire site, site (net) area excluding streets and right-of-ways (if application is related to site improvements);

___ E. Existing property lines, right-of-way and utility easements for the entire tract and each parcel involved;

___ F. Existing contour lines (dashed) at two (2) foot intervals or less on site and including 200 feet beyond, indicate source and date of data (if request is related to grading and/or drainage);

___ G. Front, side, and rear yard setbacks for all structures and parking areas (if request is related to building and/or site issues);

___ H. The use and approximate location of existing pavements, 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 as they relate to the application before Planning Commission;

___ I. Highways and streets in the vicinity of the tract, and ingress and egress to the tract;

___ J. Proposed general location of buildings, parking areas, open space, signage, waste receptacles and landscape areas;
__ K. Proposed treatment of existing topography, drainage ways and tree cover as they relate to the improvements;

___ L. Tree Survey and Tree removal plan if trees are to be removed;

___ M. Portion of property in acreage and percentage, to be developed as impervious surface (if request involves a change in impervious surface);

___ N. Other detailed drawings related to the request, such as building elevation drawings, sign drawings, material samples, colors, floor plans, etc. or any other relevant information as the Planning Commission may require.

___ 3.2 NUMBER OF COPIES OF PLANS

The applicant shall submit three (3) copies of the Plans and one (1) digital copy of the Plans for City Staff review. After initial review by City Staff, the applicant shall submit three (3) copies of the Plans, one (1) digital copy and fourteen (14) Reduced (11x17) copies of the Plans for final review and distribution to Planning Commissioners on or before the date advised by the Building Official.

INFORMATION SUBMITTED SHALL BE ASSUMED TO BE CORRECT AND APPLICANT AND/OR AGENT SHALL ASSUME RESPONSIBILITY FOR ANY ERRORS AND/OR INACCURACIES RESULTING IN AN IMPROPER APPLICATION.

__________________________________________  ____________________________
Signature of person preparing this checklist    Date Submitted
(Applicant or Representative)

10/10/2019
APPLICATION FOR MINOR IMPROVEMENTS
REQUIRING PLANNING COMMISSION APPROVAL
CITY OF SPRINGDALE BUILDING DEPARTMENT
11700 SPRINGFIELD PIKE SPRINGDALE, OHIO  45246
TELEPHONE: (513) 346-5730

FOR CITY OF SPRINGDALE BUILDING DEPARTMENT USE ONLY:

________________________________________________________
CASE # ____________________           DATE RECEIVED: ______________
FEE RECEIPT # ______________          RECEIVED BY: __________________

NOTE:  THIS APPLICATION MUST BE TYPEWRITTEN OR CLEARLY PRINTED ï USE ADDITIONAL SHEETS IF NECESSARY

ADDRESS OF PROPERTY INVOLVED ____________________________________________

NAME OF APPLICANT _______________________________________________________

ADDRESS ______________________ PHONE NO. ________________________________

CITY/STATE/ZIP __________________ EMAIL _________________________________

NAME, ADDRESS & AUDITOR'S PARCEL ID NUMBER OF EACH PROPERTY OWNER OF RECORD WITHIN THE PROPERTY WHICH IS REQUESTED FOR DEVELOPMENT PLAN REVISION:

1. _________________________________________________________________
2. _________________________________________________________________

BRIEFLY DESCRIBE REQUEST ______________________________________________

________________________________________________
ZONING DESIGNATION FOR THE PROPERTY _____________________________________

(MY) (OUR) INTEREST IN THE SUBJECT PROPERTY IS:

OWNER _____ AGENT _____ LESSEE _____ OPTIONEE _____

APPLICANT

Signature
Address
Phone Number

OWNER(S)

Signature
Address
Phone Number

10/10/2019
OWNER’S AFFIDAVIT

STATE OF OHIO, COUNTY OF HAMILTON

I (we) ____________________________________________________________, hereby certify that we are all of the owners of the real estate which is the subject of this application; that we hereby consent to the Planning Commission of the City of Springdale acting on my/our application for the subject real estate. We understand that our application will be considered and processed in accordance with the regulations as set forth by the City of Springdale Building Department and Zoning Code; that we agree to accept, fulfill and abide by those regulations and all stipulations and conditions attached to the property by the Planning Commission of the City of Springdale. The statements and attached exhibits are in all respects true and correct to the best of my/our knowledge and belief.

Further, I understand that I am responsible for the review costs incurred by the City as described more specifically in Section 1.2 of the Checklist. I also understand that failure to pay such fees within 30 days of invoice shall halt all processing and review of the site development plans or shall cause suspension of all development activities on the site and shall possibly result in a municipal lien being placed against the property to recover the expenses.

________________________________________
Signature

________________________________________
Mailing Address

________________________________________
City and State

________________________________________
Phone

Subscribed and sworn to before me this ___________ day of ___________ 20__

________________________________________
Notary Public

Person to be contacted for details, other than signatory:

________________________________________
Name

________________________________________
Address

________________________________________
Phone

10/10/2019