

**CITY OF BEAVERCREEK
SPECIFIC SITE PLAN OR PUD MODIFICATION**

CHECK LIST OF
REQUIRED INFORMATION

- ___ 1. Verification of a completed pre-application meeting with city staff.
- ___ 2. All commercial applications must include the Plan Review Fee. See attached fee schedule.
- ___ 3. Application fee (\$250.00 for specific site plan and major modification, \$150 for minor modification and incidental modification) and two copies 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 of contact person for information and questions.
 - ___ F. Name and phone number of Engineer.
- ___ 4. Two copies of a written legal description of property incorporated in specific site plan boundary in letter or legal size. (Not required for Incidental MOD.)
- ___ 5. Location map showing all properties within 500 feet of the development parcel. (Not required for Minor or Incidental MOD.)
- ___ 6. Two sets of the list of names and addresses of all owners of property within 500 feet, from Greene County Recorder's Office records (www.co.greene.oh.us) current to within 14 days prior to application submission. These shall be submitted on white self-adhesive 1" x 2 3/4" address labels. (Not required for Minor or Incidental MOD.)
- ___ 7. For PUD Incidental MODs, information as requested by Planning Department.

- _____ 8. Detailed site plan shall show the following required information (may not be required for PUD 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'. Twenty copies shall be submitted with the Specific Site Plan or Major MOD application, 8 copies for Minor MODs, and 4 copies for Incidental MODs, if required.
- _____ 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 accessways 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.

- _____ 9. Color building elevations indicating true colors and materials of all proposed changes to the building exterior. Sizes shall not exceed 24" x 36". Twenty copies shall be submitted with the Specific Site Plan or Major MOD application, 10 copies with the Minor MOD application and 4 copies with the Incidental MOD, if required.

- _____ 10. 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.)

- _____ 11. An electronic copy of the detailed site plan information listed in #7 above.

- _____ 12. When a Planned Unit Development includes provisions for common open space, private streets and private rights-of-way, recreational facilities, or drainage control facilities, a statement describing the provisions for the care and maintenance thereof is required. If it is proposed that such open space or facilities be owned and/or maintained by any entity other than a governmental authority, copies of proposed documents assuring maintenance and care and covenants running with the land shall be submitted. If it is proposed that such open space or facilities shall be owned and maintained by a governmental entity, a copy of its acceptance shall be filed in conjunction with this application.

- _____ 13. Recommendation by Parks Director on park land dedication requirement or payment of fees in lieu of land dedication. Applicant is required to indicate preference for land dedication, payment of fees, or a combination thereof, and to submit the plan to the Parks Board for feedback. Final determination is made by the Planning Commission.

PLANNED UNIT DEVELOPMENT APPLICATION

CITY OF BEAVERCREEK
1368 Research Park Drive
Beavercreek OH 45432
937-427-5512

Case Number: PUD _____ - _____
Zoning and Concept Plan _____
Specific Site Plan _____
Modification _____
Conditional Use _____
Prior Case Reference _____

Date: _____

Project Name: _____

Location of property: _____

Book _____ Page _____ Parcel Number(s) _____

Current Zoning: _____ Proposed Zoning: _____

Applicant's Name: _____ Telephone: _____

Address: _____

Property Owner's Name: _____ Telephone: _____

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: _____

Contact Person: _____ Telephone: _____

Fax: _____

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 APPLICANT. 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 APPLICATION AND REQUESTS.

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Date Received in Planning Dept. _____ Fee Paid _____ Received by _____

Plan Review Fee Paid _____

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 _____, 200_____.

Notary Public

STATEMENT OF APPLICANT OBLIGATION FOR PAYMENT
OR 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 of 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.

Plan Review Fees are to be included with this application for all commercial structures.

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 fully comply with the above statement.

Witness

By: _____
Applicant's Signature

Witness

Date: _____

Project: _____

CITY PROCEDURE FOR COLLECTION OF REVIEW COSTS

Upon receipt of application by the Planning Department, the City will review the application and prepare an estimate of review costs.

If the estimate is for more than \$1,000.00, the applicant will be required to submit a deposit of the estimated cost to the City of Beavercreek. Such deposit must be received by the City before the application will be presented to the appropriate Board or Commission.

Upon completion of the application process, deposits in excess of actual costs will be refunded to the applicant. Cost in excess of the deposit will be billed to the applicant.

The Applicant will also submit the Plan Review Fee for commercial projects as designated on the attached sheet with this Statement.

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