

**Trustees**  
**Gabe Cicconetti**  
**Chuck Hillier**  
**Josh Pennock**

**Township Fiscal Officer**  
**Michael A. Patriarca**



55 Nye Rd.  
Painesville Twp., OH 44077

**Tel (440) 352-1443**  
**Fax (440) 352-8169**

**Website**  
[www.painesvilletwp.com](http://www.painesvilletwp.com)

**Application No** \_\_\_\_\_ **Review Case No** \_\_\_\_\_ **-SPR-** \_\_\_\_\_

## Application for Site Plan Review

**Site Plan Approval expires twelve (12) months from the date of issuance. An Application for Zoning Certificate-Construction must be filed prior to expiration.**

Please read thoroughly before completing and submitting the application for Township Review. Once the application is completed, please sign in the appropriate space on Page 1. Please print all responses clearly. The Site Plan Review submission requirements, review criteria, and procedures are found in Section XI of the Painesville Township Zoning Resolution.

<b>APPLICANT</b> <b>(if not the owner, authorization required)</b>	Name:		Company:		
	Address:				
	City:		State:	Zip:	
	Phone – Home:		Work:	Fax:	
	Cell:		E-mail:		
<b>OWNER</b> <b>(if different from applicant)</b>	Name:		Company:		
	Address:				
	City:		State:	Zip:	
	Phone – Home:		Work:	Fax:	
	Cell:		E-mail:		
<b>PROJECT</b>	Name of Project:				
	Permanent Parcel No.:				
	Location Address:				
	Proposed Permitted Use(s):				
	Proposed Accessory Use(s):				
	Will project be completed in phases?		Yes	No	<b>Circle One</b>
<b>GUIDELINES ZONING INFO</b>	<b>Subject to Main Corridor Commercial Design ?</b>		Yes	No	<b>Circle One</b>
	Zoning District (For split-district parcels or multiple parcels, list all applicable zoning districts):				

◆ Date Filed \_\_\_\_\_ Site Plan Review Fee Pd: \$ \_\_\_\_\_

◆ Applicant Signature: \_\_\_\_\_ (  ) Payment Method check(  ) cash(  )

◆ Printed Name: \_\_\_\_\_ Check Number \_\_\_\_\_

Applicant is: (  ) Owner (  ) Occupant (  ) Contractor (  ) Architect (  ) Agent (  ) Designee

Applicant Represents: (  ) Owner (  ) Occupant (  ) Potential Owner (  ) Potential Occupant (  ) Self

\*\*\* Please refer to Section XXII of the Painesville Township Resolution for district regulations on minimum requirements to complete this section. Copy this page and complete following sections for each building. \*\*\*

**Lot Dimensions:**

Lot Area square footage:  _____ Existing _____ Proposed	Frontage:  _____ ft. existing _____ ft. proposed
--	---

**Building Dimensions:**

Existing :	Add New:	Grand Total: (New & Existing):
1 <sup>st</sup> Floor _____ sq. ft.	1 <sup>st</sup> Floor _____ sq. ft.	_____ sq. ft.
2 <sup>nd</sup> Floor _____ sq. ft.	2 <sup>nd</sup> Floor _____ sq. ft.	
3 <sup>rd</sup> Floor _____ sq. ft.	3 <sup>rd</sup> Floor _____ sq. ft.	
Maximum Height Proposed	_____ ft.	
Maximum Impervious Surface Proposed →	(Include total roofing square footage along with total _____ % Paved surface square footage of _____ sq.ft.)	
Minimum building separation proposed→	_____ ft.	

**Proposed Setback Lines:**

Front setback from R-0-W	_____ ft.	
Setback from side street R-O-W for corner lots	_____ ft.	
Proposed side and rear yard clearance if abutting Residential District	Right _____ ft. Rear _____ ft.	Left _____ ft.
Proposed side and rear yard clearance if abutting Non-Residential District	Right _____ ft. Rear _____ ft.	Left _____ ft.

**Parking Requirements:**

Required number of spaces:	Proposed number of spaces:	
Parking space dimensions (each space): Width _____ ft. Length _____ ft.		
Setback from Right-Of-Way and Property boundary lines :	Front _____ ft. Right _____ ft.	Rear _____ ft. Left _____ ft.
Aisle Width: _____ ft.	Access Drive Width: _____ ft.	
Percentage of Interior Parking Lot Landscaping Required _____ %	Percentage of Interior Parking Lot Landscaping Proposed _____ %	
Number of delivery and loading spaces: _____ Each space : Width _____ ft. Length _____ ft.		

**Accessory Use Requirements ( ✓ ):**

1. Do proposed trash receptacles and collection areas comply with the applicable requirements set forth in the district regulations? Yes( ) No( )
2. Do proposed delivery and loading areas comply with the applicable requirements set forth in the district regulations? Yes( ) No( )
3. Does proposed exterior lighting of building and parking areas comply with the applicable requirements set forth in the district regulations? Yes( ) No( )

*Trustees*  
**Gabe Cicconetti**  
**Chuck Hillier**  
**Josh Pennock**



55 Nye Rd.  
 Painesville Twp., OH 44077

**Tel (440) 352-1443**  
**Fax (440) 352-8169**

**Website**  
[www.painesvilletwp.com](http://www.painesvilletwp.com)

*Township Fiscal Officer*  
**Michael A. Patriarca**

**Please Note Any Anticipated Variance Requests for the Above or Other Requirements:**

1.
2.
3.

Staff Use Only			
Date of In-Person Preliminary Review: _____		If none, Reason: _____	
Date Application Accepted by Zoning Inspector : _____		Conditional Use Permit #:	
Meeting Date for Site Plan Review:		Variance Requested ( √ ): Yes( ) No( )	
Date Distributed for Departmental Review (Township/County):		Appeal #:	
Date of Zoning Commission Hearing :		Design Review (√):	Yes( ) No( )
Action	Date	Comments / Conditions	
Approved:			
Conditionally Approved:			
Denied:			
<i>Action Taken by:</i>		_____, <i>Chairperson</i> <i>Date:</i> _____	
		Zoning Commission Case N <sup>o</sup> _____	
Was Site Plan referred back to BZA for additional variance request ? ( √ ) YES( ) NO( ) APPEAL N <sup>o</sup> _____			
Additional Variance Dispensation : ( √ ) APPROVED( ) DISAPPROVED( )			
1. Final site plan received as approved by reviewing body (with conditions met).		Yes( )	No( )
2. Final landscape plan received as approved by reviewing body (with conditions met).		Yes( )	No( )
3. Final architectural drawings and elevations of proposed building (s) received.		Yes( )	No( )
Approved by the Zoning Inspector _____		Date: _____	

## Site Plan Review Checklist (to be completed by applicant)

As part of the Application for Site Plan Review, **fourteen (14) packages** of supporting documents (see checklist below) along with a single original signed copy of the application form must be submitted to the Zoning Inspector (**please check (√)** all **items** that are **included** with the plan submittal). **[ Original documents larger than 11x17 size must also be submitted in digital PDF format ]** If an application is being submitted to the Board of Zoning Appeals for variance or conditional use permit, those application forms together with an additional **ten (10) packages** of supporting documents must be submitted to the Zoning Inspector.

### Site Plan Review Checklist

- \_\_\_\_\_ **A** letter with a detailed description of the proposed project.
- \_\_\_\_\_ **Any** letters of approved variances, if applicable.
- \_\_\_\_\_ **A** site plan that includes:
  - \_\_\_\_\_ Title, Name of Project, date, north arrow, and scale
  - \_\_\_\_\_ Name, address, telephone, fax number of applicant
  - \_\_\_\_\_ Boundary lines, corner pins, parcel dimensions, land survey data, parcel numbers, right-of-way lines and right-of-way names, names of adjacent property ownership, right-of-way status
  - \_\_\_\_\_ Zoning and land use of subject site and adjacent parcels
  - \_\_\_\_\_ Location and width of all existing and proposed roadways, driveways, curb cuts, parking areas, pedestrian pathways, road right-of-ways, any public transit stops, and identification of parking spaces, including handicap spaces
  - \_\_\_\_\_ Traffic flow patterns, including ingress/egress and internal circulation routes
  - \_\_\_\_\_ Identification of existing and proposed sanitary facilities
  - \_\_\_\_\_ Identification of existing and proposed water facilities
  - \_\_\_\_\_ Stormwater management provisions in accordance with regulatory agencies
  - \_\_\_\_\_ Location and elevation of existing hydrologic features, including surface drainage ways, flood plains and wetlands
  - \_\_\_\_\_ Identification of existing and proposed easements and utility lines, including, but not limited to, gas, cable, electric and telephone
  - \_\_\_\_\_ Location of all existing and proposed structures, identifying building heights and dimensions, proposed uses, gross floor area, location of entrances, and loading points within 100' of site
  - \_\_\_\_\_ Architectural renderings and elevation drawings of primary buildings on the site, which accurately reflects the conditions, as they will appear upon completion of the development
  - \_\_\_\_\_ Dimensions of all building setbacks and building spacing
  - \_\_\_\_\_ Location and size of all existing and proposed signs
  - \_\_\_\_\_ Location of mechanical equipment, trash enclosures, backflow devices and service areas
  - \_\_\_\_\_ Existing and proposed topographic contours at one foot intervals within 100' of proposed site
  - \_\_\_\_\_ Vicinity map
  - \_\_\_\_\_ **A data block containing the specific list of information found in Section 11.13 (19) of the Zoning Resolution**
  - \_\_\_\_\_ Written verification from appropriate agencies that sufficient water and sanitary sewer capacity exists or will be installed or approval of on site waste water treatment system
  - \_\_\_\_\_ Deed restrictions, protective covenants, or any legal statements regarding the land
  - \_\_\_\_\_ Proposed timetable for the development of the site
  - \_\_\_\_\_ Any other items required by the Township to assist in the review of the site plan (**this line includes any written explanations for items not being provided**).

### Landscaping & Screening Requirements

1. **A** Landscaping Plan shall be provided identifying the following items and information, in compliance with the landscaping and screening requirements set forth in Section XXXV of the Zoning Resolution (please check all items included on the plan). For projects within the Main Corridor Commercial Design District, please also consult Section 39.05.

*Trustees*  
Gabe Cicconetti  
Chuck Hillier  
Josh Pennock



55 Nye Rd.  
Painesville Twp., OH 44077

Tel (440) 352-1443  
Fax (440) 352-8169

Website  
[www.painesvilletwp.com](http://www.painesvilletwp.com)

*Township Fiscal Officer*  
Michael A. Patriarca

- \_\_\_ Outline of all buildings and impervious surface areas
- \_\_\_ Location of all existing and proposed landscaping, fences and walls, and other screening features with cross-sections
- \_\_\_ Species, size and condition of all new trees, shrubs, plants sod and ground cover
- \_\_\_ Area calculations for all areas used towards landscaping and buffer areas
- \_\_\_ Legend showing all plant materials, species and common names, sizes, and symbols used on the plan, including exact area of coverage
- \_\_\_ Contour lines at one-foot intervals, indicating the location of berms, mounds, detention/retention areas, and swales
- \_\_\_ Phasing lines if the landscaping is to be installed in more than one season
- \_\_\_ Irrigation system plans (if applicable)

2. Does the landscaping plan meet the general requirements set forth in Section XXXV? Yes( ) No( )
3. Does the landscaping plan comply with the building landscaping requirements set forth in Section 35.04? Yes( ) No( )
4. Does the landscaping plan comply with the interior parking lot guidelines for minimum landscaping, width of landscaped islands, shade tree requirements, and height requirements set forth in Section 35.05? Yes( ) No( )
5. Does the landscaping plan comply with the landscaping requirements along the street frontage set forth in Section 35.06? Yes( ) No( )
6. Does the landscaping plan comply with the perimeter parking lot guidelines set forth in Section 35.07? Yes( ) No( )
7. Does the landscaping plan comply with the screening requirements for service structures and yards set forth in Section 35.08? Yes( ) No( )
8. Does the landscaping plan comply with the minimum buffer area requirements set forth in Section 35.09 for the B-1, B-2, B-3, I-1, I-2, and CS district developments which abut residential districts? Yes( ) No( )
9. Do all fences or walls either being proposed or currently existing comply with the requirements set forth in Section 35.10, and is it illustrated on the landscaping plan? Yes( ) No( )
10. Does the landscaping plan comply with the landscaping material standards set forth in Section 35.11? Yes( ) No( )

**Design Requirements**

All site plans submitted for the B-1, B-2, B-3, and CS Districts shall meet the requirements set forth in Section XXXIV of the Zoning Resolution, except for site plans submitted within the Main Corridor Commercial Design District only to the extent that the Zoning Commission agrees that the provisions of Section 34 are superceded by the provisions of Section 39.

\_\_\_ **Architectural elevations** for all sides of the primary structure, accessory structures, and associated facilities are required. Elevations should include markoffs or indicators for each 10 lineal feet of wall length, width or height for each plane of each wall.

1. Does the proposed building(s) comply with the general requirements of the Building Design Elements set forth in Section 34.04? Yes( ) No( )
2. Does the proposed building(s) comply with the architectural features set forth in Section 34.04? Yes( ) No( )

3. Does the proposed building(s) comply with the minimum wall articulation and façade base treatment requirements set forth in Section 34.04C? Yes( ) No( )
4. Does the proposed building(s) comply with the building design requirements for side, rear and long walls set forth in Section 34.04 D& E? Yes( ) No( )
5. Does the primary entrance of the proposed building(s) comply with the minimum requirements set forth in Section 34.04 F? Yes( ) No( )
6. Does the proposed building(s) comply with the roof requirements set forth in Section 34.04 G? Yes( ) No( )
7. Does the proposed building(s) comply with the minimum height requirements set forth in Section 34.04 H? Yes( ) No( )
8. Does the proposed building(s) comply with the building color requirements set forth in Section 34.04 I? Yes( ) No( )
9. Does the exterior lighting of building and parking areas comply with the requirements set forth in Section 34.04 K? Yes( ) No( )
10. If new light fixtures are proposed for any portion of the exterior lighting scheme, is a new photometric plan being submitted? Yes( ) No( )

**MAIN CORRIDOR COMMERCIAL DESIGN Applicants ONLY (complete the following)**

1. Is the architectural style being proposed typically representative of a Western Reserve architectural tradition? YES( ) NO( )
2. If no, name the architectural style being proposed \_\_\_\_\_.
3. On a separate sheet, please describe how your project's proposed design works, using principles and guidelines presented in Section 39, to promote a well-planned and coordinated development using architectural design, signage, lighting and landscaping to avoid a fragmented or piecemeal development that detracts from the establishment of a viable business environment and strong neighborhood appearance and character.