

### **Discussion Site Plan**

Must be drawn at a usable scale and be sufficiently detailed to convey the applicant's intent for the property, including locations of buildings, streets, property lines, and parking and circulation areas.

### **Detailed Site Plan**

General Information:

- Name of development; name, address and phone of developer and architect or engineer.
- Street address of site, if assigned.
- North arrow and date, including revision dates.
- Scale (1" = 20' is best; scale must be no more than 1" = 50')
- Vicinity map (approximately 1" = 2000') unless nearest street intersection is shown on site plan.
- Evidence (such as transmittal letter) that plan has been submitted to Medina County Sanitary Engineer, 791 West Smith Road, Medina, Ohio 44256.

### **Existing Conditions:**

- Zoning on the site and adjacent to the site.
- Utilities on and adjacent to the site, including size of storm, sanitary and water lines, and hydrant locations.
- Topography at contour intervals of no more than 2 feet, centerline elevations of adjacent street(s), and bench mark elevations.
- Bearings and distances of property lines; easements.
- Adjacent property ownership.

### **Proposals:**

- Location, type, use and dimensions of all structures, including signs, fences and dumpster locations.
- Floor plans and elevation (facade) drawings, including exterior materials and colors.
- Statements or calculations on required number of parking spaces per Chapter 1276.
- Parking spaces and aisles, including typical dimensions (see Chapter 1276). Bumper blocks or curbs at paving perimeter.
- Pavement specifications, including concrete driveway apron(s).
- Exterior lighting design and data showing compliance with standards in Section 1276.12.
- Landscaping and buffering in compliance with standards in Chapter 1282, including screening yards and perimeter and interior parking lot landscaping.
- Proposed sanitary and water lines, including hydrants and Fire Department connection.
- Outdoor storage areas, if any.
- Required yards and other setbacks, including screening yards required by Chapter 1282..
- For multiple family sites, designations and calculations for common open space, recreation space and private open space. See Section 1254.06.
- For industrial sites, written report showing compliance with industrial performance

standards. See Section 1266.07.

- Final topography and stormwater system in accordance with Drainage Manual. Stormwater data (one copy only) to City Engineer

## **SUMMARY OF SITE PLAN REVIEW PROCEDURES City of Brunswick, Ohio**

1. Consult with **Community Development Director** to review sketch plan and applicable City plans, requirements, procedures, review schedules, and expectations.
2. **Discussion plan** review with Planning Commission. Applicant or representative must attend. Discussion plan (**12 copies**), application and fee submitted **20 days in advance** of meeting. Commission will require second discussion meeting, move to detailed plan review, or reject.
3. **Detailed site plan** review with Planning Commission. Applicant or representative must attend. Final plan (**12 copies**) submitted **20 days in advance** of meeting. Public hearing held, if required. Commission will approve, approve with changes or conditions, table, or reject.
4. **City Council** must approve multiple family and C-O district site plans.
5. Review by **City Engineer** for storm drainage and other engineering items. Drainage calculations and related data submitted to Engineer at same time as final site plan. Corps of Engineers approval for **wetlands** is required prior to approval by City Engineer.
6. Upon detailed site plan approval, the applicant must deposit an **engineering review fee with the Engineering Department**.
7. Developer provides a **financial guarantee** to insure that all site features (paving, landscaping, drainage, etc.) conform to approved site plan. Guarantee amount approved by City Engineer. See additional information attached.
8. After approval by City Engineer, Planning Commission signs **record copies** of corrected final plan. Submit **4 copies** of corrected plan with signature of developer/owner. One copy returned to developer with signatures of Planning Commission, City Engineer, and Council.
9. **Construction plans** (5 sets) submitted to Building Department with permit applications.

10. **Site plans, floor plans and plumbing plans** (1 set ) submitted to **Medina County Sanitary Engineer**, with permit application.

**PLEASE BE AWARE:**

Detailed site review (Step 3), engineering review (Step 5), and construction review (Step 8) can proceed simultaneously. However, Planning Commission, Council, and City Engineer approvals are required prior to building permits. Site plan and conditional zoning reviews are also designed to run simultaneously.

Developers are responsible for separate submissions to, and approval by, Medina County Sanitary Engineer, Cleveland Division of Water, other utilities, and the Corps of Engineers for any wetlands.

Site plans must clearly express the developer's complete intentions for the property (that is, say what you mean). Developers must then be prepared to complete all of the site and building improvements on the approved plan (that is, do what you say).

Revised 7/3/08