

Village of Evendale, Ohio

Planning Commission Submittal Requirements

(sheet 1 of 1)

For clarification, questions and confirmation of meeting times please call the Evendale Building Dept. at 956-2665.

- A letter signed by the property owner, requesting to appear before the Planning Commission. The letter shall include the date of the Planning Commission meeting and the purpose of the request.
- A letter from MSD, Metropolitan Sewer District, assuring the availability of sanitary sewer capacity, as applicable.
- A letter from Cincinnati Water Works assuring the availability of water, as applicable.
- Material and color samples representing those proposed for your project, as applicable.
- Twelve (12) copies of the items listed below. Required items are to be submitted no later than 12 Noon EST, fourteen (14) days prior to the scheduled meeting date.
- Submittal shall be in the form of a complete package. Failure to submit ALL information required fourteen (14) days prior to the meeting date will result in your item not being considered by the Planning Commission until the following monthly meeting.
- Scale is required to be shown on all drawings submitted for consideration.
- This completed checklist shall be included with your submittal to the Planning Commission.

Site Drawing(s) shall include:

- Existing property lines, dimensions and orientations.
- Legal description of the property.
- Names and addresses of property owner within 200 feet of the subject property.
- Adjacent streets and right-of-ways.
- Existing buildings and structures on property.
- Existing buildings and structures on adjacent property within 50 feet of property line.
- Equipment, out buildings, dumpster locations, and the like that will be visible on the site.
- Proposed new construction and site work.
- Proposed demolition of existing buildings, pavement, fencing and the like.
- Total acreage of the site and square feet of existing and proposed buildings.
- Existing flood plain elevation.
- Proposed flood plain drainage control measures.
- Dimensions for setbacks, easements and other site restrictions pertinent to Planning Commission review.
- Parking spaces, including total spaces, criteria used to determine total needed, pavement detail, curb location and detail.
- Proposed site drainage, including water retention/detention and sedimentation control measures.
- Building downspouts and storm sewer sizes and locations.
- Existing site contours and proposed site grading plan
- A written description of the use of the existing site and building(s) and proposed site and building(s). Include the zoning district for the property.

Landscape Drawing(s) shall include:

- Existing plant material that is to remain, including an indication of the size of all major trees, shrubs, etc. Existing trees of four (4) inch caliper and greater must be shown if subject to removal. (Size and extent may be conveyed by photograph)
- Proposed new landscaping including notation indicating size and species of all new plants.
- Existing landscaping on adjacent properties must be indicated if it influences the landscape planning for the site under construction. (This may be conveyed by photograph)

Building Drawing(s) shall include:

- A building plan showing the interior layout of the building, overall dimension and first floor elevation referenced to USGS datum. (For additions to existing buildings, sufficient portions of the existing building shall be shown in the plan to convey an understanding of the relationship between new construction and existing.)
- Exterior elevations of all sides of proposed new construction. Building materials shall be noted. (For additions to existing buildings, sufficient portions of the existing building shall be shown in elevation to convey an understanding of the relationship between new construction and existing.)
- Exterior elevations shall show all major mechanical equipment, satellite dishes or other items that will be located on the exterior of the building and the method of screening these items.
- A roof plan shall be submitted if any major items of equipment are to be located on the roof. (Drawings, photographs and/or manufacturer's literature shall be included to convey the size and character of these items.)
- Signage drawing(s) indicating the text, color, size, character and location of all proposed and existing signage. (Building mounted signage may be shown on the building elevations.)