



PLAN BOARD

SITE DESIGN REVIEW APPLICATION

Applicant: _____

See section 150.115.6 Site Design Plan Submission Requirements in the [City of Dayton Zoning Code](#). The Zoning Administrator may waive any of the following requirements or may request additional information or details in order to conduct a thorough review of the application.

Use of Site*

Existing Use of Property: _____

Proposed Use of Property: _____

Required Attachments

Attach documents with the information described below:

1. **Accurate legal description or dedication plat** prepared and certified by a registered surveyor of the State of Ohio
2. **Location map** showing existing property lines, easements, utilities, street rights-of-way; and all municipal, corporation, and township lines traversing or immediately adjacent to the subject property accurately referenced to the boundaries within 200 feet of such property by bearings and distances, and the date the map and the information thereon was last updated
3. **Site design plan** prepared and sealed by a qualified professional and drawn to an appropriate scale, indicating the following:
 - a) Use, location and height of existing and proposed buildings and structures
 - b) Location of all public rights-of-way and private streets
 - c) Right-of-way lines of adjoining streets and alleys with their widths and names
 - d) Location, dimensions, and acreage of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and any area to be reserved by deed covenant for the common use of all property owners
 - e) Location and configuration of off-street parking areas and loading areas; the arrangement of internal and in-out traffic movements including access roads and drives; existing and proposed driveways; and lane and other pavement markings to direct and control parking and circulation
 - f) Proposed and existing fences and walls
 - g) Proposed lighting in compliance with Section 150.420.3, Exterior Lighting Standards
 - h) Location and layout of all proposed and existing outdoor storage areas including storage of waste materials, trash receptacles and dumpsters
 - i) Dimensions of all buildings, setbacks, parking areas, drives and walkways
4. **Preliminary architectural plans** for the proposed development or use, showing exterior elevations and building floor plans, prepared by a professional engineer, architect, or surveyor (which shall contain their respective seal)
5. **Landscaping and screening plans** that describe the number of plants, location, type, size at planting of the proposed vegetation, landscaping and screening elements, and street trees and any existing trees to be removed. If existing plant materials are to be used for screening or other purposes, these existing materials shall be shown on the site design plan including their location, height, species, and caliper size
6. **Summary table showing total acres** of the proposed development; number of acres devoted to each type of use including existing and proposed streets and open space; number of dwelling units by type; floor areas, etc.
7. **Description of the zoning requirements**, the project's compliance with these requirements and identification of any deviations or variances requested
8. **Easement agreements** or other documents when shared facilities that are under separate ownership, such as parking lots or driveways, are proposed. (Ord. 30515-05, passed 12-28-05; amend Ord. 30762-08, passed 7-16-08; amend Ord. 31028-10, passed 10-20-10; amend Ord. 31142-11, passed 12-21-11)

Submission Checklist

All materials submitted as part of this application and presented at the public hearing must be retained as part of the public record and cannot be returned. Applicants are encouraged to keep a copy of all items for their records.

- Completed Site Design Review Application
- Signed Plan Board Application Cover Page
- Board of Zoning Appeals Decision Order for Variances (if applicable)
- Required Attachments
- Additional Materials as Needed (e.g. letters of support, photos, etc.)
- Site Design Review Application Fee: \$250 (check or money order payable to City of Dayton)

*Should you require extra pages to provide an adequate description, please attach them to this document.