



CASE NO. PC _____

Planning & Development

**CITY OF WESTERVILLE
PLANNING COMMISSION**

FINAL DEVELOPMENT PLAN APPLICATION

-or-

MODIFICATION OF PLAN AND/OR TEXT

1. ADDRESS OF PROPERTY _____
2. COUNTY AUDITOR'S PARCEL NUMBER _____
3. PROPERTY OWNER: NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NO. _____ E-MAIL ADDRESS _____
4. APPLICANT: NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
TELEPHONE NO. _____ E-MAIL ADDRESS _____
INTEREST IN PROPERTY _____
5. CURRENT ZONING DISTRICT _____
6. PROPOSED ZONING DISTRICT _____
7. CURRENT USE _____
8. PROPOSED USE _____
9. DATE AND CASE NUMBER(S) OF PRELIMINARY AND/OR FINAL DEVELOPMENT PLAN APPROVAL(S)

**PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMISSION REQUIREMENTS
ON REVERSE SIDE BEFORE SIGNING. ALL LISTED ITEMS MUST BE PROVIDED FOR THE APPLICATION TO BE
COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

SIGNATURE OF APPLICANT / DATE

SIGNATURE OF PROPERTY OWNER / DATE

(ALL MATERIALS [EXCEPT THE APPLICATION FEE] SHOULD BE SUBMITTED IN A DIGITAL FORMAT. HARD COPIES MAY BE REQUESTED ON A CASE-BY-CASE BASIS.)

Additional information required for processing this application includes:

1. Payment of an application fee of \$450.00 as per Part 11 of the Codified Ordinances and the Fee Schedule adopted by City Council.
2. A current and accurate legal description of the property in question.
3. A brief written summary that highlights the purpose and details of the proposal.
4. The previously approved Preliminary Plan and Development Standards Text.
5. The proposed Development Plan.

The Development Plan is a detailed site plan that adheres to the Development Standards Text approved as part of the Preliminary Plan. If modifications to the Development Standards Text are proposed, then a copy of the proposed text shall be submitted as well. The Development Plan shall including the following information:

- A. Site survey. On a survey show boundary information, existing and proposed development, existing and proposed topography, existing and proposed easements, rights-of-way and utilities.
- B. Setbacks. The Site Plan shall indicate building, service areas, parking lot and signage setbacks including front yard, rear yard and side yard areas and shall be in accordance with the approved Development Standards Text.
- C. Modifications of Development Standards Text. Any desired modifications of the Development Standards Text approved as part of the Preliminary Plan shall be so indicated in a modified Development Standards Text document.
- D. Height requirements. Maximum height requirements, including mechanical areas, parapets, etc. shall be made per the Development Standards Text requirements as shown on building front, rear and side elevation drawings.
- E. Parking and loading. All parking and loading spaces shall be shown including typical dimensions of parking stalls, aisles and loading spaces, size, and number of spaces; general location shall also be governed by the Development Standards Text.
- F. Waste and refuse. Handling of all waste and refuse materials shall be indicated and described by the Development Standards Text to include appropriate screening and type of containerization.
- G. Circulation. All major circulation routes, including arterials, adjacent curb cuts, collector and local streets shall be indicated including rights-of-way, dimensions, pavement widths and intersection improvements. All driveways/curb cuts shall be indicated, including major aisle ways and service routes. Major pedestrian circulation routes shall also be indicated including dimensions of path and pedestrian crossings, etc. plus any attempts at separating vehicular and pedestrian/recreation movement.
- H. Landscaping. As part of the Development Plan, proposed landscaping shall be shown including the general landscaping pattern and type of materials, mounding, and fencing. Landscaping may vary in density, spacing and other treatment to reflect variations of topography, existing landscaping or adjacent land uses and conform to Chapter 1173, Landscaping. Landscape features shall be shown as well as planting dimensions, height, caliper and type of plant materials per the Development Standards Text.
- I. Signage and graphics. All signage and graphics shall comply with the Development Standards Text. Letter and other graphic size, sign material, shape, color and illumination (internal only) shall be indicated. This includes dimensions of all ground and wall signage as well as distances from rights-of-way and intensity of illumination. Directional signage shall also be indicated.
- J. Lighting. All exterior lighting fixtures shall be shown including parking lot lighting, street walkway or pedestrian lighting, walkway accent lighting and building accent lighting. Lighting intensity and installation height shall be indicated.
- K. Fencing. All fences shall conform to the Development Standards Text and appropriate materials, heights, location and style indicated.
- L. Architectural treatment. As part of the Development Plan, front, rear and side building elevations shall be shown in accordance with the Development Standards Text indicating building material, color and height. Color material samples shall also be made available for inspection.

Regular Planning Commission meetings are held on the fourth (4th) Wednesday of each month at 6:30 P.M. in Council Chambers at 21 South State Street unless otherwise noted. Applications must be filed no later than 5:00 P.M. at least two days before the previous month's meeting date (approximately 30 days in advance).

Revised: April 30, 2021