



**CITY OF WESTERVILLE  
PLANNING COMMISSION**

**SITE PLAN APPLICATION**

1. ADDRESS OF PROPERTY FOR SITE PLAN REVIEW \_\_\_\_\_

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 OF PROPERTY \_\_\_\_\_

6. CURRENT USE OF PROPERTY \_\_\_\_\_

7. PROPOSED USE OF PROPERTY \_\_\_\_\_

8. SELECT ONE: \_\_\_\_\_ NEW SITE PLAN

\_\_\_\_\_ MODIFICATION OF AN EXISTING SITE PLAN

**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 as per Section 1108.05 of the Codified Ordinances and the Fee Schedule adopted by City Council as follows:
  - New Site Plan - \$750.00
  - Modification of an Existing Site Plan - \$300.00
2. Scaled drawings showing the following:
  - A. A survey showing boundary information, existing and proposed development, existing and proposed easements, rights-of-way, and utilities, including storm water drainage.
  - B. The site plan shall indicate buildings, service areas, parking, signage, fencing, landscaping, and all required setbacks.
  - C. All parking and loading areas shall be shown, including typical dimensions of parking stalls, aisles, and loading spaces.
  - D. All major circulation routes, including arterials, adjacent curb cuts, collector and local streets, driveways and curb cuts, major aisle ways and service routes shall be indicated. 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.
  - E. Handling of all waste and refuse material shall be indicated.
  - F. Proposed landscaping shall be shown, as per a landscape plan required by Chapter 1173.
  - G. All signage and graphics may be required to be shown, as per Chapter 1181.
  - H. All exterior lighting shall be shown, including parking lot, pedestrian, and building accent lighting. Lighting intensity and installation height shall be indicated.
  - I. Exterior building design and surface treatments shall be indicated, including building material and color. Color and material samples may also be requested.
  - J. A general narrative describing any variances requested to the development standards of the Planning and Zoning Code and demonstrating how the variances will result in the best possible development for the site.
  - K. If variances are requested, a list of all owners of property including their mailing addresses, within, contiguous to, or directly across the street or streets from the property
  - L. Any additional information as may be required by the Zoning Officer or the Planning Commission.
3. A brief written summary that highlights the purpose and details of the proposal.

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