



# City of Canal Winchester

45 E Waterloo Street  
Canal Winchester, Ohio 43110  
Development Department  
Phone (614) 837-7501 Fax (614) 837-0145

## DEVELOPMENT PLAN APPLICATION

\_\_\_\_\_ Preliminary \_\_\_\_\_ Final

rev. 09/24/2013

### PROPERTY OWNER

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

### APPLICANT

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Address/Location of Subject Property \_\_\_\_\_

Tax Parcel ID \_\_\_\_\_ Current Zoning \_\_\_\_\_ Acreage \_\_\_\_\_

Attach a current survey (within 2 years) of the subject property and all supporting materials as required by Chapter 1141 and Chapter 1173 as applicable (see attachment). Additional information may be required by the Planning and Zoning Administrator or the Planning and Zoning Commission.

**I certify that the information provided with this application is correct and accurate to the best of my ability.**

\_\_\_\_\_  
**Property Owner's or Authorize Agent's Signature**

\_\_\_\_\_  
**Date**

*DO NOT WRITE BELOW THIS LINE*

Date Received: \_\_\_ / \_\_\_ / \_\_\_\_\_

Fee: \$ \_\_\_\_\_  
Paid

Historic District: \_\_\_ Yes \_\_\_ No  
Preservation District: \_\_\_ Yes \_\_\_ No

Date of Action: \_\_\_ / \_\_\_ / \_\_\_\_\_

Application \_\_\_ No

Expiration Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Approved: \_\_\_ Yes

\_\_\_ Yes, with conditions

Tracking Number: PDP - \_\_\_\_\_

#### **1173.04 PLAN CONTENTS AND REQUIREMENTS.**

(a) As part of the request for rezoning to a Planned District, a Preliminary Plan must be submitted to the Planning and Zoning Commission along with the text of all applicable development standards text. A Zoning Certificate will not be issued for any site or sites until a Development Plan is approved by the Planning and Zoning Commission and found in conformance with the adopted Preliminary Plan and Development Standards.

- (1) Preliminary Plan. The Preliminary Plan is a conceptual plan submitted at the time of a request for rezoning generally describing the proposed uses for the site to be rezoned and their relationship with surrounding properties and uses. The Preliminary Plan shall contain the following elements.
  - A. A topographic map of the site and adjacent property showing existing natural features including wooded areas and major trees. A description of how the proposed development has planned to utilize the existing site, identifying changes to the existing site grading and noting major trees that will be removed as a part of the proposed development.
  - B. A schematic plan showing the general development of the tract, location of existing and proposed structures, parking lot layout and other development features including the location of all out parcels.
  - C. An engineering feasibility statement in sufficient detail to indicate how the proposed development will be serviced with water, sanitary sewer and storm drainage facilities.
  - D. The proposed traffic circulation pattern showing public and private streets and other transportation facilities, including major pedestrian routes, with evidence through a traffic study that the proposed development will not adversely impact existing transportation facilities.
  - E. A conceptual landscaping plan that shows the ability of the proposed development to meet all aspects of Chapter 1191.
  - F. A proposed schedule or phasing of development of the site.
  - G. Evidence that the applicant has sufficient control over the land to accomplish proposed and required land improvements.
  - H. Any additional information required by the Planning and Zoning Commission necessary to determine that the proposed development meets the intent and purposes of the appropriate Planned District.
- (2) Development Standards Text. A Development Standards Text shall be submitted as part of the preliminary Plan and shall be narrative and graphics, as necessary, in order to detail the development standards to be applied to the development concept described in the Preliminary Plan. The Development Standards Text should clearly identify any standard that is less than the standards established by this Chapter. These modifications shall be justified by fully stating what adjustments, amenities or other compensations are provided as part of the Preliminary Plan to offset the use of reduced standards and by demonstrating how the modified standards will result in the best possible development for the site. Unless specifically modified by the Development Standards Text, the standards established by this Chapter shall apply to the proposed development.
- (3) Development Plan. Following approval of the Preliminary Plan and prior to issuance of a Zoning Certificate, a Development Plan shall be submitted to the Planning and Zoning commission for the part of the area defined in the Preliminary Plan. The Development Plan is a detailed Site Plan that shall contain the following information and adhere to the Development Standards Text approved as part of the Preliminary Plan:
  - 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 and shown on building front, rear and side elevation drawings.
- E. Parking and Loading. All parking and loading spaces shall be shown including typically dimensions of parking stalls, aisles and loading spaces, size, number of spaces and general location shall also be governed by the Development Standards Text.
- F. Waste and Refuse. Handling of waste and refuse materials shall be indicated and described by the Development Standards Text and shall include appropriate screening and type of containerization.
- G. Circulation. All major circulation routes, including arterial, 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 in topography, existing landscaping or adjacent land uses and conform to Chapter 1191. Landscape features shall be shown as well as planting dimensions, height, d.b.h. 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. Accessory Structures, Decks, Patios and Fencing. All accessory structures, decks, patios and 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 indicated building material, color and height. Color material samples shall also be made available for inspection.

#### **1173.06 PROCEDURES FOR APPROVAL.**

##### **(a) Submission of Application for Preliminary Plan:**

- (1) Prior to filing an application for rezoning to a Planned District, the applicant shall meet with Planning and Zoning Administrator in a pre-application review meeting to discuss the requirements for a Preliminary Plan and Development Standards Text which are required as part of the rezoning request.
- (2) The applicant shall submit the rezoning application along with twenty copies of the proposed Preliminary Plan and Development Standards Text in accordance with the submission Preliminary Plan to offset the use of reduced standards and by demonstrating how the modified standards will result in the best possible development for the site. Unless specifically modified by the Development Standards Text, the standards established by this Chapter shall apply to the proposed development schedule established by the Planning and Zoning Commission. In order to defray the cost of examination of the rezoning application and the Plan and Text and review by the Planning Commission, the applicant shall pay a fee in

accordance with the fee as stipulated by ordinance. Staff shall circulate the Preliminary Plan and other comments to appropriate departments in the municipality for review and comment.

- (3) Once the applicant has submitted a completed application in accordance with the submission schedule, staff shall submit the application to the Planning and Zoning Commission for their review and action at the next regular meeting of Planning and Zoning Commission as specified in their submission schedule. It shall be the duty of Planning and Zoning Commission to review the Plan and determine whether it complies with the regulations of this Chapter. Planning and Zoning Commission will forward a recommendation to Council.
- (4) A Preliminary Plan shall be valid for five years after Council approval. Construction of any phase of the development must begin within this period or a new Preliminary Plan is required.

(b) Submission of Development Plan.

- (1) Prior to filing for Development Plan Approval, the applicant shall meet with the Planning and Zoning Administrator to review the Development Plan relative to the previously approved Preliminary Plan and Development Standards Text as well as procedures for approval.
- (2) The applicant shall submit an application to the municipality including the required number of copies of the proposed Development Plan, Development Standards Text modification if appropriate and any other required information in accordance with the submission schedule of the Planning and Zoning Commission. In order to defray the cost of examination of the materials and review by the Planning and Zoning Commission, the applicant shall pay a fee in accordance with the fee schedule as stipulated by ordinance.
- (3) It shall be the duty of the Planning and Zoning Commission to review the plan and determine whether it complies with the regulations of this Chapter. Such determination shall be made at the first regular meeting of the Planning and Zoning Commission in accordance with the submission and hearing schedule established by the Commission. If the Planning and Zoning Commission finds that the Development Plan complies in all respects with the regulations of this Chapter and the previously approved Preliminary Plan and Development Standards Text, the Commission shall approve the plan. With the approval of the Planning and Zoning Commission, minor modifications of the approved preliminary plan may be made. Such modifications shall not increase the overall density of the site or change the essential character of the approved plan. If the Planning and Zoning Commission determines that such proposed changes significantly alter the approved plan, it is considered a major change and the plan must be resubmitted to Council for approval.
- (4) In the event that the Planning and Zoning Commission does not approve the plan, each applicant shall be notified in writing of the reason for disapproval or modification along with the decision of the Planning and Zoning Commission. Decisions of the Planning and Zoning Commission disapproving the plan are appealable to Council in accordance with the provisions of Chapter 1147.

(c) Conformance with the Development Plan. Development shall be in conformance with the Development Plan and construction site improvements must be commenced within two years of Planning and Zoning Commission or Council approval; otherwise, no development of the land shall take place until a new Development Plan is approved pursuant to this section.

(d) Modification of the Development Plan. With the approval of the Planning and Zoning Commission, minor modifications of the approved Preliminary Development Plan may be made. Such modification shall not increase the overall density of the site or change the essential character of the approved plan. If the Planning and Zoning Commission determines that such proposed changes significantly alter the approved preliminary development plan, it is considered a major change and the revised plan must be resubmitted to Council for approval. Development of land shall not proceed prior to final approval of the Development Plan. Any development undertaken without such final approval is in violation of this Zoning Code and an abatable nuisance.

(e) Variances from Development Standards. The Planning and Zoning Commission and/or Council may approve variances from the Development Standards of this Chapter as part of the Development Standards Text and Development Plan. These variances shall be consistent with the intent of the zoning district.