



## SITE PLAN REVIEW GUIDELINES

Rev. 2022

The Site Plan Review process mandates that all information required in the Zoning Resolution and on the checklist be submitted and/or indicated on the site plan before it can be circulated for review and recommendation. The applicant may ask to convene a preliminary administrative meeting with the Township Staff and various review agencies. When the application is submitted, there will be a preliminary review to ascertain if all information is present. In addition, the Lucas County Engineer requires the applicant to file the site plan submittal directly through the LC Express program on their website. If the application is deemed complete, it will be sent out to the appropriate governmental agencies such as the Lucas County Engineer, Lucas County Plan Commission, and the Springfield Township Fire Department for their review and recommendation to the Planning Director. Once all recommendations are received, the Planning Director can then complete the review and issue the Township staff recommendations to the applicant so that revisions to the Site Plan can be made, if needed.

The Site Plan Review drawings reflecting the revisions requested by the review agencies shall then be submitted to the Planning Director for review and approval. If it is determined that the Site Plan conforms to all applicable requirements, a Zoning Certificate may be issued for the proposed project.

It is highly advisable that the applicant retains the services of a Professional Engineering and/or Architectural Firm to facilitate the adherence to the Springfield Township Zoning Resolution. The Ohio Revised Code provides that a public authority shall not accept or use any engineering or surveying plan prepared by one not registered as a professional engineer or professional surveyor. Please notice that there may be bond, escrow, surety or other assurances required of the applicant to guarantee completion of the landscaping, sidewalks, overall site completion, and access management requirements. In addition, the applicant will have to apply for a MS4/Wetlands permit from the Ohio EPA. The entire Springfield Township Zoning Resolution will be used; however, sections 19, 22, 23, 24, and 25 have a direct bearing on the site plan review process.

### **Submit to:**

Springfield Township  
Planning & Zoning Department  
7617 Angola Road  
Holland, Ohio 43528

Phone 419-865-0239

FAX 419-868-1413

Web [www.springfieldtownship.net](http://www.springfieldtownship.net)



## SITE PLAN REVIEW FEES

The following fees shall be submitted with the application for site plan review. Springfield Township will forward the fees along with the plans to the various county agencies. To determine which fee to submit to the Lucas County Engineer, please contact them directly. All fees are subject to change.

Springfield Township Site Plan Review Fee:	<b>\$500.00</b>	
Lucas County Engineer Site Plan Review Fee:	<b>\$220.00</b>	<b>(simple- building additions, etc)</b>
	<b>\$535.00</b>	<b>(normal- new buildings, etc)</b>
	<b>\$1050.00</b>	<b>(detailed- large scale projects)</b>
Lucas County Plan Commission Review Fee:	<b>\$100.00</b>	



# APPLICATION FOR SITE PLAN REVIEW LETTER OF SUBMITTAL

Ref: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Assessor Number: \_\_\_\_\_

Occupant: \_\_\_\_\_

Property Zoned: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Applicant/Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

For notice of public hearings, provide e-mail address: \_\_\_\_\_

Legal Description of subject property (or attach) \_\_\_\_\_

**For Application to be complete, the following items must be included:** Site Plan Application, completed Site Plan Drawing Checklist, Eight copies of Site Plans that meet the requirements of Section 22-Site Plan Review of the Springfield Township Zoning Resolution, and all building elevations.

*The undersigned state(s) that this Application is true, accurate, and complete with all required documentation. Springfield Township relies on the completeness, relevancy, and accuracy of the Site Plan Review Application. Any omission from, or misrepresentation in, the Application, Exhibits and data (submitted at any time during the application for Site Plan Review and Certificate of Zoning, or use of the premises by the Applicant or agent, invitees, etc.) shall be the basis for the Board to void any permits, Certificate, plan approval, and PUD implementation, previously granted. No change or alteration to the building or land shall be initiated during the period that the Application for site plan review is pending.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

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FOR OFFICE USE ONLY

Received by \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_

Receipt # \_\_\_\_\_ Check # \_\_\_\_\_

# SITE PLAN CHECKLIST

PROJECT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Check 'YES' or 'NO' to all requirements. If 'NO', please state reason in the provided area. This checklist is to ensure your compliance to the Zoning Resolution requirements.

**YES NO**

- |                          |                          |   |       |
|--------------------------|--------------------------|---|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description   | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Parcel address and general location sketch  | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Developers and Designers names, addresses, telephone numbers, and fax numbers   | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Title and Scale of drawing, north arrow, and Engineer's or Architects signature and seal.   | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Eight (8) blue-line or black-line prints of the site plan package with all pages on paper no larger than 24" by 36", two (2) copies in 11"x17" size, plus one electronic copy of the plans in PDF format. | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Zoning and use of site and surrounding properties   | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of buildings, driveway - opposite and adjacent to site   | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Property dimension and area   | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension, location, and area of existing and proposed buildings  | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate buildings or other structures to be removed or altered   | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Distance from existing/proposed structure(s) to R-O-W   | _____ |

**YES**    **NO**

- Distance from existing/proposed structure(s) to front, side and rear property lines  

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- Name of adjacent roadways including R-O-W and pavement widths, measured from centerline of adjacent roads  

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- Show location, height, and material, of existing proposed fence or walls  

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- Location, height, dimensions, lighting of existing and proposed signs  

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- Location, height, wattage, and photo metrics of all proposed site lighting  

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- Location and width of existing/proposed sidewalks  

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- Indicate drive approach aprons where drive apron meets roadway pavement and at drive throat  

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- Indicate natural features such as trees, wetlands and creeks, including natural changes in topography.  

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- Sanitary/Water mains (leach field, well) location, and location of hydrants if present  

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- Existing and proposed grades including grades of abutting properties  

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- Existing/proposed storm water drainage and 25 year design elevation for detention areas  

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- Show erosion and soil control measures  

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- Location, dimensions, and number of existing/proposed off street parking spaces and drive aisles  

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- Pavement composition for driveways and parking areas  

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- Dumpster size and location  

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- Color exterior building elevations (viewed from all roads)  

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**YES    NO**

Access Management Plan (if applicable, see Section 25)  
\_\_\_\_\_

Detailed Landscape Plan (See Section 23)  
\_\_\_\_\_

MS4/Wetlands Permit from Ohio EPA (required for all Site Plan Reviews)  
\_\_\_\_\_

Complete Lucas County Engineer's SWP3 Submittal Checklist (Inquire to Lucas County)  
\_\_\_\_\_

File site plan through the LC Express program on the Lucas County Engineer's website.  
NOTE: Failure to do so promptly will result in delays.  
\_\_\_\_\_

**ACKNOWLEDGEMENT**

***The Applicant or authorized Agent acknowledges that the site plan complies with the requirements of the Springfield Township Zoning Resolution.***

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

**SITE IMPROVEMENT BOND**  
**Performance Bond**

**KNOWN ALL MEN BY THESE PRESENTS:** That we, (Applicant) as principal, and (Applicant) as surety are held and firmly bound unto Springfield Township as obligee, in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) lawful money of the United States of America, for which payment well and truly to be made, and the attached Order, for unrestricted use in any civil litigation hereafter filed by the obligee against the principal for enforcement of obligations or completion thereof pursuant to necessary (sidewalks) (landscaping) (other) for which payment well and truly to be made and performance to be fully accomplished, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally by this site improvement bond.

The principal has entered into an agreement and site plan review and Certificate of Zoning with Springfield Township for (sidewalks) (landscaping and irrigation) (other) in conjunction with site plan review File No. \_\_\_\_\_ and Certificate of Zoning, Permit No. \_\_\_\_\_, and Springfield Township, Ohio, all of which improvements shall be completed in accordance with the zoning resolution.

NOW, THEREFORE, the condition of this obligation is such, that if the principal shall carry out all the terms of said agreement and perform all the work as set forth in the agreement relating to the site improvements only, then this obligation shall be null and void otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Principal**

**ATTEST:** \_\_\_\_\_

\_\_\_\_\_  
**Surety**

**ATTEST:** \_\_\_\_\_