

**INSTRUCTIONS FOR FILING A  
VILLAGE OF NORTH BEND PLANNING COMMISSION  
SITE PLAN REVIEW APPLICATION**

**A. ACTION BY PLANNING COMMISSION**

Upon submission of the complete application for site plan review to the Zoning/Building Official, the application shall be transmitted to the Planning Commission where they shall review the site plan pursuant to Section 21.6(C) Site Plan Review Guidelines. No public notice or public hearing shall be required in conjunction with the review, the approval, approval with modifications or disapproval of the site plan. The Planning Commission may approve, disapprove or approve with modifications the site plan as submitted.

The Planning Commission shall act upon all site plans within thirty-five (35) days after the receipt of the complete application from the Building Official. Within the said thirty-five (35) day period, a majority of the members of the Planning Commission present at a meeting thereof may vote to extend the said period for a period of time not to exceed an additional sixty (60) days.

**B. APPLICATIONS FOR PLANNING COMMISSION REVIEW:**

1. Complete the attached application form.
2. Provide five (5) copies of the proposed site plan following the attached "Graphic Submittal Requirements.
3. Provide one (1) set of structural drawings showing overall structure dimensions and footprints and elevations.

**C. ZONING CERTIFICATE AND BUILDING PERMIT REQUIRED**

After the Site Plan Review Request has been approved by the Planning Commission, the applicant shall complete the zoning certificate process and shall apply for a building permit for any improvements to the site. All requirements for obtaining a building permit shall be met.

**VILLAGE OF NORTH BEND, OHIO  
APPLICATION FOR PLANNING COMMISSION SITE PLAN REVIEW**

Name of Owner(s) or Agent:

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Address of Property:

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Auditor's Book, Page & Parcel Number(s):

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Zoning Classification:

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Describe the proposed use and all proposed structures to be constructed as part of this request:

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\_\_\_\_\_  
Owner or Agent Mailing Address

Signed:

\_\_\_\_\_  
Owner or Agent Phone Number

\_\_\_\_\_  
Owner

Or

\_\_\_\_\_  
Agent

For Office Purposes Only:

Application Received: _____
Application Approved: _____
No Fee Review: _____

## GRAPHIC SUBMITTAL REQUIREMENTS

All Planning Commission Site Plan Review applications shall be accompanied by five (5) copies of a survey of the property and/or site improvement plan showing all proposed improvements. When the proposed site plan is prepared by a registered architect or registered civil engineer, the plan must be accompanied by a survey not older than 180 days and the site improvement plan must cite the survey on which the property information is based. One (1) copy of structural drawings shall be provided.

For review purposes, the site plan shall be at a scale no smaller than 1 inch to 100 feet shall be filed with the Zoning Official setting forth, identifying and locating the following:

- \_\_\_\_\_ 1. The total area in the development.
- \_\_\_\_\_ 2. The existing zoning of the property in question and/or all adjacent properties.
- \_\_\_\_\_ 3. All public and private right of way and easement lines located on or adjacent to the property which is proposed to be continued, created, relocated or abandoned.
- \_\_\_\_\_ 4. Existing topography with a maximum of five (5) foot contour intervals.
- \_\_\_\_\_ 5. The proposed finished grade of the development shown by contours not less than one (1) foot.
- \_\_\_\_\_ 6. The locations of all existing and proposed buildings in the described parcels including the distance from structures to parcel lines, the uses to be contained therein and the total number of buildings including dimensions, heights, gross floor area and number of stories.
- \_\_\_\_\_ 7. Location and dimension of all curb cuts, driving lanes, off-street parking and loading areas including the number of spaces, angles of stalls, grades, surfacing materials, drainage plans, and illumination of facilities.
- \_\_\_\_\_ 8. All sidewalks and other open areas.
- \_\_\_\_\_ 9. Location of all walls, fences, and buffer yards.
- \_\_\_\_\_ 10. Location, size, height, colors, typeset, materials, lighting, and orientation of all signs.
- \_\_\_\_\_ 11. Location of all existing proposed streets, highways and alleys.
- \_\_\_\_\_ 12. All existing and proposed water and sanitary sewer lines indicating pipe sizes, types and grades.
- \_\_\_\_\_ 13. The schedule of phasing of the project.
- \_\_\_\_\_ 14. A lighting plan including photometric information and proposed style and height of light fixtures.
- \_\_\_\_\_ 15. A landscape plan.
- \_\_\_\_\_ 16. Such other information as required by the Planning Commission to determine the conformance with this Code.

