

# COPLEY TOWNSHIP

## **SITE PLAN & ZONING CERTIFICATE APPLICATION COMMERCIAL/ INDUSTRIAL, MULTI-FAMILY**

### **INSTRUCTIONS & APPLICATION**

An application for a Zoning Certificate for Non-Residential uses, Multi-Family and Transient Residential Uses, and Uses Accessory thereto shall be issued only after site plans as specified herein, have been submitted for review and approval by the Zoning Department and applicable agencies (with the exception of Subsection 5, Modified Site Plan Review for Certain Zoning Use Certificates which may be approved by the Zoning Inspector). Likewise, all conditionally permitted uses proposed to be developed, expanded, modified or otherwise established in any existing zoning district shall be permitted only after site plans, as specified herein, have been submitted for review and approval by the Board.

#### **Site Plan Requirements**

All submitted site plans shall include the following information:

- 1) The site plan shall be drawn to a legible scale, shall be dimensioned and shall show:
  - a. Property boundaries and existing and proposed topography with contours no greater than two (2) feet.
  - b. Ownership and applicant contact information.
  - c. Zoning of existing and abutting properties and County permanent parcel numbers.
  - d. Structures and conditions on the site including existing buildings, driveways, parking areas, and landscape features.
  - e. Structures and existing conditions on the portion of all adjacent parcels within one hundred fifty (150) feet of the site including buildings, parking areas, driveways, other existing facilities, landscaping screening.
  - f. Location of front, both side yards and rear yard setbacks.
  - g. Proposed principal and accessory buildings and uses including building plans, front, sides and rear elevations and architectural and engineering

construction information for the buildings and site development.

- h. Vehicular circulation, access and parking plan including surface material, striping and signs related to parking and traffic control. Provide information on how the number of parking spaces was calculated.
- i. Location, size of all loading and unloading areas.
- j. Location and design of all sidewalks, walkways, bicycle paths and areas for public use.
- k. Stormwater drainage plans for the property when developed.
- l. Stormwater Pollution Prevention Plan.
- m. Landscaping plan, including plant types, number and sizes at planting.
- n. Location and type of existing trees on the site with a diameter of ten inches (10") or more at breast height (Diameter at Breast Height - DBA). Included with the location of the tree (s) should be the associated "drip line." Also indicated other existing wooded areas.
- o. Identify any Riparian Corridors on the parcel(s) and label the required setback accordingly.
- p. Location and elevations of existing watercourses and water bodies, including drainage ways, flood plains and wetlands.
- q. Location of utility lines on the site and all easements.
- r. Location and layout of all proposed outdoor storage areas including storage of waste materials and location of trash receptacles.
- s. Proposed signs.
- t. Proposed screening fences and walls.
- u. Exterior lighting locations with area of illumination and foot candle readings illustrated, as well as the type of fixtures and shielding to be used.
- v. Number of employees.
- w. Location of septic system.
- x. Location of water wells.
- y. Location of oil and gas wells.
- z. Statement and supporting evidence that the proposed use will be harmonious with, and in accordance with, the objectives of the Zoning Resolution and will not be detrimental to existing or future uses in the immediate vicinity or the community as a whole.

- aa. Any other pertinent data as may be necessary to determine and to provide for the enforcement of this Resolution.
- 2. The Board of Zoning Appeals may determine that additional studies or expert advice are necessary to evaluate an application for a Zoning Certificate. The Board shall advise the applicant if such studies or advice are required. The Board shall determine whether to accept the required studies as prepared by qualified professionals engaged by the applicant or to require the applicant to deposit funds with the Copley Township Board of Trustees as required to pay for such studies.
- 3. Any assistance provided by the Board of Zoning Appeals to the Zoning Inspector as provided above shall occur at a regularly scheduled meeting of the Board of Zoning Appeals and be addressed as Business from the Zoning Inspector.
- 4. Additional Requirements for Site Plans: In addition to the other requirements of this Resolution, all applications shall be determined by the Zoning Inspector to meet the following criteria:
  - a. After review and recommendation of the Summit County Department of Planning and Economic Development and/or the Township's consultant that the plans adequately provide for the following:
    - i. The relationship between thoroughfares, service roads, driveways and parking areas shall encourage pedestrian and vehicular safety on both public and private lands.
    - ii. All of the development features including the principal building, open spaces, service roads, driveways and parking areas shall be located to minimize adverse effects upon adjacent development.
    - iii. Building and structures shall be sited to minimize the removal of trees and alteration of topography and to protect and maintain significant natural features including water courses.
    - iv. Maximum visual and auditory privacy for surrounding properties and occupants through the design of the relationships among buildings, fences and walls, landscaping, topography, and open spaces.
    - v. The fencing, screening or landscaping of refuse storage and pick-up areas shall be designed to prevent the blowing or scattering of refuse and to

- visually screen the refuse from view of adjacent properties.
- vi. All mechanical equipment, transformers, and similar equipment, whether on the ground or on a roof, shall be screened from view from adjacent properties.
  - vii. In parking areas of thirty (30) or more spaces, traffic channelization shall be provided through the use of tree-planted and landscaped dividers, and/or bio-retention swales and cells, islands and walkways.
  - viii. Parking and loading provisions shall meet the requirements of Article VI or the new Article number for Parking and Loading).
- b. After review by the Copley Fire Department and finding that the site plan, building plans and working drawings adequately provide for the following:
- i. The ability of the department to provide life safety and fire fighting services by providing for the proper access and flow of equipment, location of hydrants, access to the structures.
  - ii. The proper location of refuse collection and storage areas and other exterior storage facilities, which may constitute a potential fire hazard.
  - iii. The location and maintenance of areas of rescue assistance for building occupants.
  - iv. Fire lanes (posted).
  - v. Fire Department connection (Siamese).
  - vi. Lockbox (Knox Box).
  - vii. Ohio Building Code – Use Group.
  - viii. Ohio Building Code – Occupancy Load.
  - ix. Exit and Emergency Light locations.
  - x. Fire Extinguisher placement.
  - xi. Sprinklers as required by the Ohio Building Code.
- c. After review and recommendation by the Summit County Engineers and finding that the grading plan, drainage plans, traffic circulation patterns and provisions for the maintenance of the public drainage facilities adequately provide for the following:

- i. The maintenance of the surface waters in their natural courses where the water enters and leaves the subject premises.
  - ii. Acceptance of upstream properties.
  - iii. Future development of upstream properties.
  - iv. Storm water managements facilities, water quality practices and drainage easements which minimize the impact of storm water on abutting or downstream properties and minimize increased storm water flows from the site to the greatest extent possible.
  - v. Grading and surface drainage designed to minimize any adverse effects on abutting properties and public streets.
  - vi. On-site traffic circulation shall be designed to make possible adequate fire and police protection and to minimize interference with the traffic carrying capacity of adjacent streets.
  - vii. Curb cuts, internal drives, parking areas and pedestrian walkways, and bicycle lanes shall be arranged to promote safe and efficient movement from the site, between adjacent sites, and between the site and the adjacent thoroughfare system.
  - viii. The number and location of opening from the site to adjacent thoroughfares shall be designed to maintain the traffic movement function of arterial and collector streets.
  - ix. All utilities on site shall be located underground.
  - x. Applicant will sign an agreement to submit "As Built" drawings of all Storm Water and Water Quality features to the Township upon site completion. The Township will then send the "As Built Drawings" to the County Engineer's Office.
- d. After review and recommendation by the Summit Soil and Water Conservation District and finding that the Storm Water Pollution Prevention Plan (SWPPP) and Structural and Non-Structural Post Construction Practices adequately provide for the following:
- i. Adhere to the requirements of the Ohio EPA / Summit SWCD Checklist and NPDES Phase II regulations.
  - ii. Provide for a Long Term Maintenance Agreement between the Township, property owner and

County Engineer for all post construction practices.

- iii. Retention of unstable soils as open land.
- e. After review by the Summit County Department of Environmental Services, or Ohio EPA as appropriate and finding that the plans provide for a sanitary waste disposal system conforming with the requirements of the reviewing agency.
- f. The Copley Township Service Director will review the site plan for the ability of the department to provide maintenance services by providing for the proper access and flow of equipment; the storm water management facilities; and the conformity of the road patterns to the public health, safety and welfare dictates so as to ensure in so far as possible conformity to all applicable public standards. The Service Director will also review the site plan to provide that lighting shall be directed away from adjacent streets or roads so as not to impair safe movement of traffic. No lighting shall shine directly on adjacent properties.

**ZONING CERTIFICATE APPLICATION**  
**COMMERCIAL / INDUSTRIAL / MULTI-FAMILY**

Nine sets of site plans, along with a copy of complete set of working drawings shall be submitted with this application.

Permanent Parcel Number (PPN): \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Property Location: \_\_\_\_\_

Landowner: \_\_\_\_\_

Landowner's Address: \_\_\_\_\_

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

What is being constructed: \_\_\_\_\_

Is this a corner lot: \_\_\_\_\_ (corner lots are required to meet the front setback on both streets).

Zoning District Classification: \_\_\_\_\_

Length of Main Road Frontage (feet): \_\_\_\_\_

Depth of Lot from Road Right-of-Way (feet): \_\_\_\_\_

Dimensions of what is being built: Width \_\_\_\_\_ Depth \_\_\_\_\_

Side Yard Setbacks: Direction \_\_\_\_\_ Setback (distance) \_\_\_\_\_

Direction \_\_\_\_\_ Setback (distance) \_\_\_\_\_

Rear yard Setback: \_\_\_\_\_

Building Height at tallest point: \_\_\_\_\_

1<sup>st</sup> floor square footage \_\_\_\_\_

2<sup>nd</sup> floor square footage \_\_\_\_\_

3<sup>rd</sup> floor square footage \_\_\_\_\_

Total square footage \_\_\_\_\_

Name of Construction Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Contractor's Phone Number \_\_\_\_\_

Contractor's Mailing Address (include city, state and zip code)

\_\_\_\_\_

Cost of improvement    \$ \_\_\_\_\_

Cost of land (if any)    \$ \_\_\_\_\_

Project Cost                \$ \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Date received by the Zoning Department: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

**SITE PLAN FEES**

Site Plan Application - \$200

Culvert Deposit - \$800 (if located on Township road)

Permit Fee - \$.05 per square foot