

➤ **Required Site Plan Data and Architectural Drawings**

One (1) original, color application and two (2) copies of the following items must be submitted in order to be reviewed. The application will be reviewed by City of Cortland Service Director and forwarded to the Planning, Zoning and Building Commission for consideration. The applicant will be contacted when the project will be considered by the commission and must be in attendance. Please allow seven (7) to ten (10) days prior to the regularly scheduled meetings, (second Thursday of the month) to be placed on the meeting agenda. ***Incomplete applications will delay the review process.*** Site inspections will be conducted at the discretion of the Service Director.

1. General Information

- Sub-lot number, allotment name, builder name and owner (name, address, phone number)
- Bench Mark, North Arrow, and Scale (1" = 20' or 1" = 30').

2. Existing Information

- Bearings, distances and complete curve data on all lot lines.
- Easements, building set backs, right-of-way line.
- Utilities – size, type, grade and invert (where applicable) and owner of pipes, manholes, catch basins and associated appurtenances.
- Show septic tanks, lines, fields and other associated appurtenances.
- Show all existing streams, swales, and ditches with direction of flow.
- Show flood plain boundary and/or zone with panel name and date.
- Existing monuments, iron pins found/set, adjacent owners or lot numbers, and street name with right-of-way width.

3. Proposed Information

- All utilities and service connections showing conduit size, material, grade and inverts (where applicable).
- Driveway dimensions, material and grade.
- Show all proposed swales and ditches with flow and grade.
- Show outside foundation dimensions for proposed structures.
- Show dimensions for all permanent structures to lot lines.
- Show Finished Floor, Garage Floor, and Basement Floor Elevations.
- Provide the building floor plans and architectural elevations showing major details, including structure height.

4. As-Built Information

- Changes to submitted site plan require prior approval. Any changes require as-built information
 - Changed site plan must provide final elevations of Finished Floor, Garage and Basement Floor.
 - Provide as-built location of structure off of dimension line.

➤ **Applicant Certification**

By initializing, the applicant has read, understands, and agrees to the following:

- _____ 1. ***Right of Revocation.*** It is understood and agreed to by this applicant that any error, misstatement, misrepresentation of material fact, with or without intent, such as might and/or would cause a refusal of this application, or any material alteration in the accompanying plans made subsequent to the issuance of a Zoning Certificate without approval of the Service Director, Board of Zoning Appeals, and/or Planning & Zoning Commission, shall constitute sufficient grounds for the revocation of such certificate.
- _____ 2. The applicant shall allow the Service Director, Engineer, and any authorized representative of the City access to the property for on-site inspection(s).
- _____ 3. Construction measures and erosion, sediment and control devices shall comply with Ohio EPA requirements. Applicant shall submit a Storm Water Pollution Prevention Plan that meets all program requirements during construction and provides post construction control measures. Contact the Trumbull SWCD at (330) 637-2056 or online at www.swcd.co.trumbull.oh.us/npdes_program.htm.
- _____ 4. Connection to storm sewer requirement. Drainage from sump pumps, roof drain connections and foundation drains shall not outlet onto the ground or through the curb into the street, but shall be connected to the storm water collection system as per the Zoning Codified Ordinance.
- _____ 5. The applicant agrees that no dirt or mud is permitted on the road right-of-way during construction and that any repair costs for damage to the roadway or parts thereof will be paid for by the applicant. Roadway should be cleaned daily.
- _____ 6. There may be deed restrictions on the property that differ from, and may be more restrictive than the *Cortland Codified Ordinances*. Please check your deed to make sure that any proposed project meets any restrictions that may be in effect.
- _____ 7. No open burning is permitted per the Codified Ordinance of the City of Cortland, unless appropriate permits have been obtained from the Ohio EPA Office **prior to review by** the City of Cortland Fire Department.

_____ 8. The Zoning permit shall expire if the work described has not been substantially completed within six (6) months of the date of issuance or if the vacant parcel of land is not used for the purpose for which the permit was issued, as per the Zoning Codified Ordinance of the City of Cortland.

➤ Storm Water Drainage Plan

Applicant must submit a storm water drainage plan, prepared by a Professional Engineer licensed in the State of Ohio, that complies with Cortland Codified Ordinance 1125.12.

➤ Parking Plan

Applicant must submit a parking plan which demonstrates that the requirements of Cortland Codified Ordinance 1125.09 are met. The applicant should provide a narrative of the type of use of the commercial facility and provide enough information to determine the minimum number of parking spaces that are required. I.e., number of employees, gross floor space, retail space, number of examination rooms, etc.

➤ Applicant Signature

Applicant Signature: _____ Date: _____

➤ Fees (check payable to City of Cortland)

Water and sewer fees are based on the Codified Ordinance. Zoning fee is one quarter of one percent of building valuation using Trumbull County Building Department valuation schedule. Water and sewer tap fees are payable upon receiving zoning certificate.

Sewer _____	\$ _____
Water _____	\$ _____
Zoning Fee _____	\$ _____
TOTAL	\$ _____

➤ Determination (for Office Use ONLY)

Planning & Zoning Commission File #: _____

Board of Zoning Appeals File #: _____

Approved Approved w/Conditions* Denied

* If approved with conditions, attach a copy of conditions to this application and Zoning Certificate.

Zoning Certificate: Approved Denied**

Service Director Signature: _____ Date: _____

** Reason for denial: _____

