

City of Sunbury
Major Site Plan Checklist

P.O. Box 508 Sunbury, Ohio 43074 Phone: (740) 965-2684 Fax: (740) 965-9633
www.sunburyvillage.com

Owner / Applicant:				
Owner Address:				
Site Address:				
Parcel Number:				
Subdivision:				
Sub Lot Number:				
Phone Number:				
Fax Number:				
E-mail:				

Items	Requirement Completed		
	Yes	No	N/A

1. Preliminary Meeting			
1.1	A preliminary meeting with the City Administrator, Planning and Zoning Clerk and the City Engineer is recommended to discuss the proposed project. The approval process, plan requirements, fees, etc. can be discussed.		
1.2	The applicant should come prepared to discuss the proposed project. Preliminary sketches, site plans, building improvements, etc. should be presented.		

2. Preliminary Planning and Zoning Commission Review (optional)			
The applicant can present a preliminary plan / sketch to the Planning and Zoning Commission in an informal manner to receive verbal comments and direction in regards to the proposed project. The preliminary plan should include the following items:			
2.1	General Information: (1) Owner's name / address / phone; (2) Engineer's name / address / phone number;(3) Parcel identification number; (4) Graphic scale and numerical scale; (5) North arrow		
2.2	Property location map Existing and proposed zoning		
2.3	Location of existing streets / property lines / easements / utilities		
2.4	Location of existing streams / ditches and other drainage routes / flood zones		
2.5	Proposed site plan indicating building location / setbacks / parking / site lighting / landscaping		
2.6	Proposed building floor plan and elevation		
2.7	The applicant shall contact the Planning and Zoning Clerk 14 days prior to the Planning Commission meeting, which is held on the 4th Monday of every month at 6:30 pm at Town Hall on the third floor. The applicant should submit ten (10) copies of the site plans to the Clerk prior to the meeting for distribution.		

3. Preliminary Requirements (if applicable)			
The following items may be necessary to prepare for the proposed development prior to the Planning and Zoning Commission Meeting. The applicant should consult with the City to determine if any of these items are required:			
3.1	Traffic impact study shall be conducted if determined necessary by the City Engineer.		
3.2	ODOT approval shall be obtained if access to a State Route is proposed.		
3.3	A Phase 1 Environmental Assessment shall be completed. A copy shall be submitted to the City.		
3.4	If rezoning of the property is required the applicant shall prepare to follow the procedures necessary to receive this approval prior to proceeding with final approvals.		

Items				Requirement Completed		
				Yes	No	N/A
4. Final Planning and Zoning Commission Approval						
The first step in the approval process is to receive approval from the Planning and Zoning Commission. The following are the required steps to receive this approval:						
4.1	Submit an Application for Plan Review and Zoning Certificate to the Planning and Zoning Clerk 14 days prior to the Planning Commission Meeting to be placed on the agenda.					
4.2	Included with the application shall be the following: (1) Legal description of the property; (2) 15 copies of the site plan (preliminary required / final optional), building drawings (including proposed floor plan, building height, building elevations, building materials), site landscaping plan and required fees.					
4.3	Submit a copy of the proposed site plan to the Del-Co Water Co., Inc. at the same time the zoning application is submitted. Copy the City Engineer and the Zoning Clerk on the transmittal letter. The applicant is required to provide a letter to the City Engineer that potable water can be provided to meet the required domestic and fire flow requirements of the project prior to the Planning Commission meeting.					
4.4	The preliminary site plan required for Planning Commission approval shall include the items listed in Section 2 above.					
4.5	The Planning and Zoning Commission will meet the 4th Monday of the Month. The applicant should be prepared to present the proposed development and then answer any questions. The Planning and Zoning Commission will then vote on approval of the proposed development. This approval will typically be contingent on the City's Engineer approval of the final site plan.					
5. Final Site Plan - Engineering Approval						
After the Planning and Zoning Commission has granted conditional approval of the proposed project, then the applicant can proceed with preparation of the final site plan to be reviewed and approved by the City Engineer.						
5.1	Fire Department / Delco Water Co., Inc. Approval: Submit a copy of the final site plan to the BST&G Fire Department and Del-Co Water Co., Inc. for approval at the same time the final site plan is submitted to the City Engineer. Copy the City Engineer and the Zoning Clerk on the transmittal letter to these agencies. The applicant is responsible to obtain approval from these agencies and provide a copy of an approval letter from each agency prior to final site plan approval by the City.					
5.2	General Information to be Provided: (1) Owner's name / address / phone; (2) Engineer's name / address / phone number; (3) Parcel identification number; (4) Graphic scale and numerical scale; (5) North arrow.					
5.3	Zoning Information to be Provided: (1) Zoning classification; (2) Set-back requirements on all sides of property for building and parking.					
5.4	Survey Information: (1) Benchmark description and location on plan; (2) Describe monuments and note as found or set; surveyor's cap must be placed on all pin sets; (3) Bearings and distances for all property lines; (4) Submit closure calculations for the boundary survey; (5) Sufficient survey control should be provided to construct proposed improvements.					
5.5	Site Area: Site area in square footage and acres.					
5.6	Parking Analysis: (1) Number of parking spaces required and provided shall be indicated; (2) Number of ADA accessible spaces required and provided shall be indicated.					
5.7	General Notes: City of Sunbury Site Plan General Notes shall be indicated on the site plan. A copy can be obtained from the Planning and Zoning Clerk.					
5.8	Proposed Buildings / Structures: (1) Dimensions - Height, Width, Length; (2) Finished Floor Elevation.					
5.9	Adjacent Streets: Indicate name, limits of existing and proposed pavements and rights-of way, type of pavement and curb and gutter construction, distance to monument and/or intersection, curve data.					
5.10	Adjacent Property Owners: Property owner's names, volume and page number, permanent parcel number and address.					
5.11	Adjacent Structures: (1) Dimensions; (2) Set-backs; (3) Finished floor elevation from site survey (not from prior plans).					
5.12	Existing Utilities: Indicate all existing utilities within or adjacent to the proposed site. The location and elevation shall be provided.					
5.13	Flood Plain: Indicate if the property is located within a 100 Year Flood Plain.					

Items				Requirement Completed		
				Yes	No	N/A
5.14	Wetlands: Indicate any jurisdictional wetland on the property. A copy of the wetlands delineation affirmation submitted to the U.S. Army Corps of Engineers shall be provided.					
5.15	Site Grading: (1) Indicate existing and proposed contours at 1' intervals; (2) Grading pattern shall be away from all structures at a minimum slope of 2%; (3) Sufficient point elevations for proposed work (50-foot grid, all corners, and 25' outside of property line).					
5.16	Sanitary Sewerage: (1) 6 inch diameter is the minimum size for a building lateral with a minimum slope of 1%; (2) Sewer capacity calculations shall be submitted to verify required pipe size; (3) Pipe shall be PVC (minimum SDR 35) per ASTM D3034. If depth exceeds 12 feet then SDR 26 or appropriate pipe class will be required. Pipe calculations shall be submitted to confirm; (4) Profiles shall be shown for all pipe large than 6 inch diameter; (5) Minimum cover shall be 4 feet to subgrade; (6) Manholes shall in conformance with the City of Columbus Standards.					
5.17	Storm Sewerage: (1) Storm sewer pipe material shall be PVC, HDPE, RCP as approved by the City Engineer; (2) Sewer capacity calculations using the rational method and gutter spread calculations in accordance with the City of Columbus Drainage Manual shall be submitted to verify required pipe size and inlet spacing; (3) Pipe calculations shall be submitted to confirm class; (4) Profiles shall be shown for all pipe larger than 6 inches in diameter; (5) Minimum cover shall be 3 feet to subgrade; (6) Manholes and inlets shall be in conformance with the City of Columbus Standards.					
5.18	Storm Water Quality: All sites over 1 acre in size shall comply with the Ohio EPA requirements for storm water quality treatment.					
5.19	Water Lines: (1) Provide a plan and profile of the proposed water lines; (2) All requirements shall be in accordance with the Del-Co. Water Company, Inc.; (3) Fire department approval required; (4) System pressure information shall be provided from recent hydrant flow tests.					
5.20	Utilities: The proposed gas, electric, cable, phone service line locations shall be indicated on the site plan.					
5.21	Parking Lot: (1) The number of required parking spaces shall be provided in accordance with the applicable ordinance. The parking lot aisle width shall be a minimum of 24 feet wide. The parking lot spaces shall have a minimum width of 10' and a minimum length of 20'.					
5.22	Sidewalks: All sidewalks shall be in accordance with the City of Columbus Standards and Specifications. Sidewalk shall be a minimum of 5' in width, 4" thick, 1' inside R/W.					
5.23	Pavement: (1) The proposed pavement shall be in accordance with the City of Columbus and the Ohio Department of Transportation Standards and Specifications; (2) Pavement calculations shall be performed to determine the required pavement section; (3) Access drives shall have a minimum asphalt thickness of 6-inches; (4) Parking lots shall have a minimum asphalt thickness of 4 inches; (5) All pavement area shall have a minimum ODOT 304 aggregate base thickness of 6-inches; (6) All aprons shall be concrete in accordance with City of Columbus Standards.					
5.24	Storm Water Management Plan: (1) Plan shall indicate proposed storm water management practices to be in accordance with the requirement of the City of Sunbury's Subdivision Regulations; (2) All hydrologic and hydraulic calculations shall be submitted in a bound report.					
5.25	Storm Water Pollution Prevention Plan (SWPPP): A SWPPP shall be prepared for the proposed site in accordance with the Ohio EPA and the Village of Sunbury requirements.					
5.26	Site Lighting Plan: A site lighting plan and calculations shall be submitted. Refer to the applicable Ordinance concerning off-street parking and exterior lighting.					
5.27	Refuse Location: Provide the location and screening for the refuse containers.					
5.28	Landscape Plan: A landscape plan shall be submitted for approval. Refer to the applicable Ordinance concerning landscape requirements for the site. A plant list including size and quantity shall be provided.					
5.29	Signage: A detail of all signs shall be provided. All signs shall comply with the applicable ordinances.					
5.30	Pedestrian Access: The site plan shall indicate how pedestrians shall safely access the proposed site. The owner may be required to construct off-site improvements in order to provide pedestrian site access.					
5.31	Maintenance of Traffic Plan: A maintenance of traffic plan may be required. All traffic control shall be in accordance with Ordinance 2007-14.					
5.32	Certification: Engineer and Surveyor certification with date of field survey.					

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				Yes	No	N/A
6. Other Permit Requirements / Plan Approvals						
A copy of the following plan approvals / permits shall be provided to the Village:						
6.1	BST&G Fire Department					
6.2	Del-Co Water Co., Inc.					
6.3	Phase 1 / Phase 2 Environmental Assessment					
6.4	Ohio EPA Permit to Install for Sanitary Sewer and Water Lines (if applicable)					
6.5	Wetlands Permits - Army Corps of Engineers (if applicable)					
6.6	Ohio EPA - General NPDES permit for construction site stormwater discharge.					
6.7	State of Ohio Building Permit					
7. Council Approval						
7.1	City council is required to conduct three readings of the proposed commercial / industrial development and then after the third reading will vote on approval. After the third reading there is a 30 day waiting period before the Ordinance will take effect. The developer or a representative of the developer is requested to be present at these meetings to present the development at the first reading and then answer any questions at the subsequent meetings. Council Meetings are held on the first, third and fifth (if applicable) Wednesdays of the month at Town Hall at 7:30 p.m.					
8. Fees (All fees shall be in accordance with Ordinance 2007- 31)						
8.1	Zoning fee (paid when Application for Plan Review and Zoning Certificate is submitted)					
8.2	Engineering Site Plan Review Fee (paid when Application for Plan Review and Zoning Certificate is submitted)					
8.3	Impact fee (paid prior to final plan approval)					
8.4	Sanitary sewer tap-in fee (Paid prior to construction)					
8.5	Inspection Fee Deposit (Paid prior to construction)					
9. Pre-Construction Requirements						
9.1	Verification that all plans have been approved by the Planning and Zoning Commission, City Engineer and City Council as required.					
9.2	Verification that all fees have been paid.					
9.3	Verification that all Non-City permits and plan approvals have been obtained.					
9.4	Pre-Construction Meeting to be conducted with the City Officials, Developer, Contractor, Utility Companies, Fire Department, Police Department and other officials as needed.					
9.5	Construction schedule to be submitted.					
9.6	Shop drawings for any public improvements shall be submitted for approval.					
9.7	A right-of-way permit shall be obtained from the City. A bond / surety is required for work within the right-of-way.					

Items				Requirement Completed		
				Yes	No	N/A
10. Construction Requirements						
10.1	The Contract shall notify the City two (2) weeks prior to construction to arrange for inspection. Only periodic site inspection of the on-site improvements (outside the right-of-way) will occur to check for general plan conformance. Full time inspection will be required for all work within a public right-of-way or easement.					
10.2	The City Engineer or his representative shall inspect all site improvements and develop a punchlist of work to be completed.					
10.3	The State of Ohio shall inspect and approve all commercial / industrial building improvements.					
10.4	Occupancy permit shall be issued after all work is completed.					
10.5	The one-year warranty period for all public improvements (work completed within right-of-way) shall begin on the date of the occupancy permit.					
11. Post-Construction Requirements						
11.1	Developer shall provide the City with site development as-built plans. Two (2) full size plans, two (2) half size plans, a pdf file and an AutoCAD copy of the as-built plans shall be provided.					
11.2	The City Engineer or his representative shall inspect any work completed within the right-of-way or public improvements after the one year period.					