

**APPLICATION FOR SITE PLAN REVIEW  
MANTUA VILLAGE, OHIO**

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

Project Address	Parcel #	Zoning District
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Applicant Name	Applicant Address	Phone #	Fax #
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Company Name	Company Address	Phone #	Fax #
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Property Owner	Property Owner Address	Phone #	Fax #
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Name of Agent or Attorney (if applicable)	Address	Phone #	Fax #
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Nature of this Application: \_\_\_\_\_

**Application Requirements:**

\_\_\_\_\_ Site Plan Review Administration Fee – **\$200.00**

*Note: the Planning Commission may seek expert advice or cause special studies to be completed during the review process and such costs shall be borne by the applicant.*

\_\_\_\_\_ Fourteen (14) copies of Site Plan documents as required by Mantua Village Zoning Code Section 610.05  
(See reverse for required documents)

***I recognize it is my responsibility to submit a complete application and my failure to do so could result in this application not being submitted for consideration by the Planning Commission.***

_____ Applicant Signature	_____ Date
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_____ Property Owner Signature	_____ Date
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_____ Agent or Attorney Signature (include notarized statement)	_____ Date
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All application fees are accepted in cash or by check payable to the Village of Mantua.

**All Fees are non-refundable**

(Staff use only)	
Date Received: _____	Notices Mailed: _____
Fee Paid: _____	Planning Commission Review Date: _____
Receipt No.: _____	Site Plan Approved: Y N Date: _____

**Section 610.05****Site Plan Requirements**

The Application for site plan review shall include the following items:

- A. Completed application form
- B. Architectural plans (14 copies) showing proposed structure, and improvements with exterior elevations, scale, proposed kind, color and texture of all primary materials to be used, and detailed floor plans. For single-family residential projects only, the number of hard copies of architectural plans and Site Plan drawings may be reduced to four (4) plus one (1) electronic copy submitted to the Zoning Inspector for distribution per section 610.06.A.
- C. Site Plan drawings drawn to a scale of no less than one hundred (100) feet to the inch and shall be on one or more sheets of 24 x 36 inches in size showing the following items:
  1. General vicinity map
  2. Gross Acreage of tract
  3. Property boundary lines and adjacent streets
  4. Zoning classification of the site
  5. Contour map showing two (2) feet contour intervals, both existing and proposed.
  6. Traffic (vehicle and pedestrian) and circulation plan of the site and adjacent streets. Delineate traffic flow with directional arrows and indicate the location of directional signs. Clearly show ingress and egress to the site.
  7. Parking and loading plan, including bicycle parking area.
  8. Landscaping plan
    - a. Show locations proposed for trees in any parking areas, location of buffer screens between any parking area and adjacent property.
    - b. Show all trees and other plantings proposed. Tree masses may be shown with a diagrammatic outline and written inventory of individual trees included.
    - c. All landscaping must meet the requirements of this ordinance.
    - d. Show existing landscaping that will be retained which shall be differentiated from proposed landscaping. The type, size, number and spacing of all plantings must be illustrated.
    - e. Planter box details such as construction of box, materials, plant types, sizes, number and spacing.
  9. Existing structures on the site, those proposed to remain and all buildings within 60 feet of the site's boundaries as well as their height.
  10. Proposed signage including dimensions of sign, size of letters and graphics, description of sign frame materials and colors including supports.
    - a. For wall signs proposed, include:
      1. Wall anchorage details (must be interior to sign or camouflaged)
      2. Wall of building to which the sign is to be affixed drawn to scale, correctly locating the sign.
  11. Utilities plan. Include existing utilities, locations and easements.
  12. Proposed Lighting
    - a. Proposed fixtures and standards. Location of all existing and to remain lighting fixtures and standards, complete with routing of electrical supply, wattage and isofootcandle diagram.
    - b. Materials and colors to be used.
    - c. Ground or wall anchorage details.
  13. Grading, sedimentation and erosion control plan
  14. Professional engineer or architect seal on the plans
  15. Environmental Assessment Report (Assessment of Impact of proposal on the physical environment and supporting documentation)
  16. List of property owners within two hundred and fifty (250) feet of the property lines of the site.
  17. Maximum number of employees, customers, and office vehicles that would be at the facility at any time.
  18. If new construction is proposed where historic building exists, documentation from a preservation architect as to the feasibility of preservation of the existing structure shall be submitted.
- D. Conversion of a single family dwelling to a two family dwelling will require submission of the following: Site Plan requirements of 610.05: A, B, and C to include Numbers 1, 2, 3, 4, 7, 9 and 16.