



## SITE PLAN APPROVAL SHEET

Name of person requesting Site Plan review: \_\_\_\_\_

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

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

(Please include a notarized authorization to build on property if  
applicant is not the owner of the property.)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Site: \_\_\_\_\_

**\*\*\* It is recommended that the Ottawa County Building Department review your site plan  
before submitting it to the City Planning Commission.\*\*\***

Date six (6) copies of Site Plan received with \$150.00 fee: \_\_\_\_\_

Zoning Inspector's Signature: \_\_\_\_\_

\*\*\*\*\*

Planning Commission Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Chairperson's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**1151.04 PLANS REQUIRED PRIOR TO APPLICATION FOR ZONING PERMIT.**

Within the Downtown Waterfront Overlay District, a site plan approval from the Port Clinton Planning Commission shall be required prior to a zoning permit being issued by the City's Zoning Inspector. A site plan review and approval shall be necessary for all new development. Where an existing structure is enlarged by thirty (30) percent or more of the existing square footage in the structure, a site plan review shall also be required. The site plan review shall require the following process to be completed.

(a) Planning Commission Approval. Within the Downtown Waterfront Overlay District, all site plans shall be submitted to the Planning Commission for review and approval. Site plans shall meet all of the content requirements set forth when submitted. Incomplete site plan submittals may be returned to the applicant for completion prior to review by the Planning Commission. Site plan applications shall be obtained at the office of the Zoning Inspector in the City Complex at 1868 E. Perry Street in Port Clinton.

(1) To be considered by the Port Clinton Planning Commission, six (6) copies of the site plan application shall be submitted to the Port Clinton Zoning Inspector along with the required fee as established by City Council. Submission must be at least fifteen (15) business days prior to the regularly scheduled Planning Commission meeting. A public hearing where a review of the site plan shall occur will be scheduled for the next appropriate meeting of the Commission. The Zoning Inspector is responsible for distributing the site plan application to the Planning Commission members at least five (5) business days prior to the scheduled hearing. The Zoning Inspector shall follow the procedure specified in Section 1133.02(b) and (c) of the City Zoning ordinances to notify the public of the public hearing on the site plan.

(2) At the hearing, the Commission shall review the site plan and the hearing may be continued if the Commission requests additional information. Within fifteen (15) days of the conclusion of the hearing, the Planning Commission shall approve, conditionally approve, or disapprove the site plan application. When conditional approval is granted by the Planning Commission, all applicable conditions shall be met prior to the issuance of a zoning permit. The Planning Commission shall submit an approved copy of the site plan to the Zoning Inspector. The site plan must be approved in writing and shall be retained by the Commission as an official record of approval.

(3) Site plan approval shall be in effect for eighteen (18) months from the approval date. An applicant may request one (1) extension of the site plan approval from the Planning Commission for not more than one (1) additional year.

(4) A site plan approval by the Planning Commission shall not be required for a one-family dwelling, an addition to a one-family dwelling, or for an accessory structure to a residential use.

(5) A zoning permit must still be obtained by the applicant. Copies of all administrative actions shall be made available to the Planning Commission at the next regularly scheduled meeting. Enforcement of the terms and conditions of the site plan approval shall occur as specified in Chapter 1127.

(6) Prior to submitting a site plan, the applicant may request a pre-application conference with the Zoning Inspector and representatives of the Planning Commission. The purpose of the conference is to provide information about site plan requirements and provide guidance in preparing the site plan. No formal action shall be taken on the site plan at the pre-application conference.

(b) Site Plan Application Requirements. The following information shall be included on the site plan application:

(1) The name, address and telephone number of the owner, the owner's agent (if applicable) and the person preparing the site plan;

(2) A north arrow and scale (one inch equals fifty feet or larger);

(3) A location or vicinity map;

(4) The boundaries of the lot, dimensioned to the nearest foot, and the area of the lot to the nearest square foot.

(5) Existing and proposed land uses and zoning on the site, and existing land uses and zoning on adjacent parcels;

(6) Building locations and setbacks;

(7) Existing and proposed access to public or private rights of way with proper access management controls incorporated in the plan;

(8) Existing and proposed parking provisions;

(9) Information on any proposed structures, including dimensions, floor plans, elevations and specifications of facade building materials;



- (10) The location and details of any proposed signs, including those proposed for building facades;
- (11) Proposed landscaping plans and existing and proposed sidewalks;
- (12) The floodway, flood boundary areas, and the base flood elevation shall be clearly labeled on the drawings;
- (13) Identification of site drainage characteristic and storm drainage provisions;
- (14) Buffering plans for the building and parking areas;
- (15) An explanation of how building/facilities for things such as services, i.e. garbage collection, gas pumps, pump out, etc. will be handled.

Regardless of the requirements set out above, the Planning Commission may waive specific site plan information requirements if the requirements are judged to be inapplicable to a particular project or are judged to impose a special hardship on the applicant.

(Ord. 25-04. Passed 10-12-04.)