



## Submission Requirements for Minor Amendment to a Final Development Plan

For office use only:

Case #:

See Zoning Resolution Section 4.3 for full description of the Amendment process. For questions, clarification, and confirmation of meeting times, please call the Colerain Township Planning & Zoning Department at (513) 385-7505.

***All required items must be submitted by the published deadline for the desired Zoning Commission meeting.***

- ☐ Application letter signed by the property owner, describing the proposed change(s) to the FDP. The letter should describe conformance to all requirements and conditions placed on the FDP by the Colerain Township Board of Trustees and all other relevant agencies. *Projects not in conformance with all applicable requirements at the time of application will not be accepted for processing.* (10 copies)
- ☐ Completed application form. (10 copies)
- ☐ Application fee.
- ☐ Legal description of the property. (2 copies)

### **Drawing Copies required:**

Ten (10) full size copies of the drawings listed below, signed and stamped by registered professional preparer. These should be folded to 8.5" x 11", with title block visible.

Ten (10) 11" x 17" copies of the drawings listed below.

Digital version REQUIRED for each of the drawings listed below, in JPEG or PDF format (use colors readable on white background), on CD. To email, contact the Planning & Zoning Dept. for contact: 513-385-7505.

### **\*Site Drawing(s) shall include:**

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| <input type="checkbox"/> Vicinity map.   | <input type="checkbox"/> Parking and loading configuration, including calculation of total spaces, criteria used to determine total needed, pavement detail, curb location, curb detail, and aisle and stall dimensions. |
| <input type="checkbox"/> Existing property lines, dimensions, and orientations.  | <input type="checkbox"/> Watershed details for site and within 200 feet around site. Include GPM calculations for expected runoff for 5, 10, and 50 year storms.   |
| <input type="checkbox"/> Adjacent streets and rights-of-way.   | <input type="checkbox"/> Proposed site drainage, including water retention/detention and sedimentation control measures.   |
| <input type="checkbox"/> Existing and proposed zoning district boundaries.   | <input type="checkbox"/> Building downspouts and storm sewer sizes and locations.  |
| <input type="checkbox"/> Existing buildings and structures on property and on adjacent property within 50 feet of property line. | <input type="checkbox"/> Existing site contours (5' minimum) and proposed grading plan.  |
| <input type="checkbox"/> Proposed new construction and site work.  | <input type="checkbox"/> Impervious surface ratio (for non-single family projects).  |
| <input type="checkbox"/> Equipment, outbuildings, dumpster locations, etc. that will be visible on the site.                     | <input type="checkbox"/> Location(s) of any existing and proposed ground signage.  |
| <input type="checkbox"/> Proposed demolition of existing buildings, pavement, fencing, etc.                                      |  |
| <input type="checkbox"/> Total gross and net acreage of the site and square footage of existing and proposed buildings.          |  |
| <input type="checkbox"/> Existing flood plain elevation.   |  |
| <input type="checkbox"/> Proposed flood plain drainage and control measures.   |  |
| <input type="checkbox"/> Dimensions for setbacks, rights-of-way, easements, and other site restrictions.                         |  |

### **\*Building Drawing(s) shall include:**

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| <input type="checkbox"/> A building plan for each building affected, showing the interior layout of the building and overall dimensions. | <input type="checkbox"/> Exterior elevations for all affected buildings shall show all major mechanical equipment, satellite dishes, etc. that will be located on the exterior of the building and the method(s) of screening these items. |
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- ☐ Exterior elevations of all sides of proposed new construction (including significant renovation). Building materials should be noted. (For additions to existing buildings, sufficient portions of the existing building shall be shown in elevation to convey an understanding of the relationship between new construction and existing.

☐ A roof plan shall be submitted if any major items of equipment are to be located on the roof. (Drawings, photographs, and/or manufacturer's literature may be required to convey the size and character of these items.)

**\*Landscape Drawing(s) shall include:**

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- ☐ Existing plant material that is to remain, including an indication of the size of all major trees, shrubs, etc. Existing trees of four-inch caliper and greater must be shown if subject to removal. (Size and extent may be conveyed by photograph.)
- ☐ Proposed new landscaping including notation indicating size and species of all new plants.
- ☐ Existing landscaping on adjacent properties must be indicated if it influences the landscape planning for the site under construction (may be conveyed by photograph).

**\*Lighting and Signage Drawing(s) shall include:**

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- ☐ Text, color, dimensions, character, and location of all existing and proposed signage. (Building mounted signage may be shown on the building elevations.)
- ☐ Location, dimensions, details and specifications for exterior lights, including type of standards and radius of lights.
- ☐ Photometric chart showing intensity in footcandles across the site and at property lines.
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Checklist completed by: \_\_\_\_\_  
(print or type name)

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

Phone/email: \_\_\_\_\_

***All required items must be submitted by the published deadline for the desired Zoning Commission meeting.***

**\*NOTE: ATTACH DRAWINGS APPLICABLE TO THE REQUEST.**

<i>For Office Use Only:</i>
Preapplication Conference:
Fees Paid:
Zoning Commission: