

**City of Sharonville Building & Planning Department**  
**10900 Reading Rd., Sharonville, OH 45241**  
**(513) 563-0033 (phone) & (513) 563-0617 (fax)**

**Preliminary Site Plan Application**

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This application is for a site plan submittal for a new building, addition, parking lot or cell tower work in the City of Sharonville. **This application must be filled out, all information submitted and fee paid at the time of the application in order to appear on the Planning Commission docket.**

Project Name: \_\_\_\_\_  
Street Address (or other description if no address is available): \_\_\_\_\_

Size of property where work is to take place: \_\_\_\_\_  
Scope of proposed work: \_\_\_\_\_

**Chapter 1157 - Submit 15 copies of site plan showing the following items:**

- (a) The date, north arrow and scale. The scale shall be not more than one inch equals 100 feet;
- (b) The name and firm address of the professional individual responsible for the preparation of the site plan, including imprint of his professional seal;
- (c) The name and address of the property owner or petitioner, and proof of ownership or option to purchase;
- (d) A location sketch drawn to scale;
- (e) Legal and common or popular description of the subject property;
- (f) The size in acres and square feet of the subject property;
- (g) All lot and/or property lines are to be shown with bearings and dimensions, including building setback lines on corner lots;
- (h) The location of all existing structures within 100 feet of the subject property's boundary;
- (i) The location and dimensions of all existing and proposed structures on the subject property;
- (j) The location and dimensions of all existing and proposed drives, sidewalks, curb openings, parking areas including total number of parking spaces, recreation areas, common use areas and areas to be conveyed for public use and purpose;
- (k) The location, pavement width and right of way width of all abutting roads, streets, alleys or easements. Land shall be reserved and shown on the site plan for any major streets proposed on the Official Thoroughfare Plan that would go through any part of the site;
- (l) The existing zoning of all properties abutting the subject property;
- (m) The preliminary site development plan shall be certified by a registered professional engineer as to whether the preliminary layout of the building can be adequately serviced by sanitary sewer, public water and storm drainage facilities;
- (n) The location and size of any established floodplain areas, bodies of water or other unbuildable areas if present on the site;
- (o) For all site plans, contour intervals shall be shown at five foot intervals; and
- (p) Summary schedules and views should be affixed as applicable in residential developments, which give the following data:
  - (1) The net residential site expressed in acres and square feet, including breakdowns of both measured for any sub-areas or staging areas;
  - (2) The number of dwelling units proposed, by type;
  - (3) Typical lot size dimensions if detached housing is contemplated;
  - (4) Typical elevation views of the front, side and rear of each type of building; and
  - (5) Proposed density of the new residential site.

Submit four (4) sets of stormwater calculations

**Failure to submit plans with all required information may result in delays in reviewing the application and submitting to Planning Commission for their approval.**

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**By signing and submitting this application, you acknowledge that you have read and understand all of the requirements for site plan submittal. Incomplete or incorrect information may result in a delay of proceeding with the proposed project.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Company (if applicable):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Office:** \_\_\_\_\_  
\_\_\_\_\_ **Mobile:** \_\_\_\_\_  
\_\_\_\_\_ **Fax:** \_\_\_\_\_  
\_\_\_\_\_ **email:** \_\_\_\_\_

**Fees:** **Site Plan Review – Preliminary (less than one acre) - \$75**  
**Site Plan Review – Preliminary (more than one acre) - \$150**  
**Site Plan Review – Final (less than one acre) - \$150**  
**Site Plan Review – Final (more than on acre) - \$300** **Fee paid** \_\_\_\_\_