



Copley Township Development Checklist

An application for a Zoning Certificate for Non-Residential uses, Multi- family and Transient Residential Uses, and Uses Accessory thereto shall be issued only after site plans as specified herein, have been submitted for review and approval by the Zoning Department and applicable agencies (with the exception of subsection 5. Modified Site Plan Review for Certain Zoning Use Certificates which may be approved by the Zoning Inspector). Likewise, all conditionally permitted uses proposed to be developed, expanded, modified or otherwise established in any existing zoning district shall be permitted only after site plans, as specified herein, have been submitted for review and approval by the Board.

ADDITIONAL APPROVAL AGENCIES/OFFICES INCLUDE OR MAY INCLUDE:

Copley Township Architectural Review Board

Summit County Planning

Copley Township Fire Department

Summit County Engineer

Summit Soil and Water Conservation District

Copley Township Service Department

Copley Township Police Department

Copley Township Department of Community & Economic Development

Other Consultants as Needed

Site Plan Review Letter of Submittal

Ref: _____ Date: _____

Property Address: _____

Parcel Number: _____

Occupant: _____

Property Zoned: _____

Proposed Use: _____

Applicant/Agent: _____ Phone #: _____

Address: _____

Property Owner: _____ Phone #: _____

Address: _____

For notice of public hearings, provide e-mail address: _____

Legal Description of subject property (or attach) _____

Applicant Signature _____ **Date** _____ **Owner**

Signature _____ **Date** _____

Physical Plan Requirements

- All sheets must be either 24"x36" or 18"x24". A larger sheet size must be approved prior to submittal.
- Must include 4 copies
- The drawing scale must be appropriate for the detail of the plan. The scale must be either 1"=10', 20', 30', 40' or 50'. A different drawing scale must be approved prior to submittal.
- The title page or the first page of the set of drawings must include a signature block for approval by the Summit County Engineering Department.
- All plan sheets must be stamped and signed by a Professional Engineer licensed to practice in the State of Ohio. (The Existing/Demolition Plan can be stamped and signed by a Professional Surveyor licensed to practice in the State of Ohio)

All plan sheets must include a title block, date, revision block, sheet number and scale. The title block shall include the name of the project, lot or outlot number, and the names of the design firm and developer.

Site Plan Requirements

The site plan shall be drawn to a legible scale, shall be dimensioned and shall show:

TO BE COMPLETED BY COPLEY TOWNSHIP SITE PLAN REVIEW TEAM:

YES	NO	
		Property boundaries and existing and proposed topography with contours no greater than two (2) feet
		Ownership and applicant contact information
		Zoning of existing and abutting properties and County parcel numbers
		Structures and conditions on the site including existing buildings, driveways, parking areas, and landscape features
		Structures and existing conditions on the portion of all adjacent parcels within one hundred fifty (150) feet of the site including buildings, parking areas, driveways, other existing facilities, landscaping screening
		Location of both front, side yard and rear yard setbacks
		Proposed principal and accessory buildings and uses including building plans, front, side and rear elevations and architectural and engineering construction information for the buildings and site development
		Vehicular circulation, access and parking plan including surface material, striping and signs related to parking and traffic control. Provide information on how the number of parking spaces was calculated
		Location, size of all loading and unloading areas
		Location and design of all sidewalks, walkways, bicycle paths and areas for public use
		Stormwater drainage plans for the property when developed
		Stormwater Pollution Prevention Plan

		Landscaping plan, including plant types, number and sizes at planting
		Location and type of existing trees on the site with a diameter of ten inches (10") or more at breast height (DBH). Included with the location of the tree (s) should be the associated "drip line." Also indicate other existing wooded areas
		Identify any Riparian Corridors on the parcel (s) and label the required setback accordingly
		Location and elevations of existing watercourses and water bodies, including drainage ways, flood plains and wetlands
		Location of utility lines on the site and all easements
		Location and layout of all proposed outdoor storage areas including storage of waste materials and location of trash receptacles
		Proposed signs
		Proposed screening fences and walls
		Exterior lighting locations with area of illumination and foot candle readings illustrated, as well as the type of fixtures and shielding to be used
		Number of employees
		Location of septic system
		Location of water well (s)
		Location of oil and gas wells
		Statement and supporting evidence that the proposed use will be harmonious with, and in accordance with, the objectives of the Zoning Resolution and will not be detrimental to existing or future uses in the immediate vicinity or the community as a whole
		Any other pertinent data as may be necessary to determine and to Provide for the enforcement of this Resolution

Copley Township Architectural Review Board

Approval Granted: _____

Date Approval Granted: _____

The Architectural Review Board may determine that additional studies or expert advice are necessary to evaluate an application for a Zoning Certificate. The Board shall advise the applicant if such studies or advice are required. The Board shall determine whether to accept the required studies as prepared by qualified professionals engaged by the applicant or to require the applicant to deposit funds with the Copley Township Board of Trustees as required to pay for such studies.

Any assistance provided by the Architectural Review Board to the Zoning Inspector as provided for above shall occur at a regularly scheduled meeting of the Architectural Review Board and be addressed as Business from the Zoning Inspector.

The Architectural Review Board serves as a final recommending body to the Zoning Inspector.

Summit County Planning Commission/Consultants as Needed

Approval Granted: _____

Date Approval Granted: _____

Additional Requirements for Site Plans: In addition to the other requirements of this Resolution, all applications shall be determined by the Zoning Inspector to meet the following criteria:

After review and recommendation of the Summit County Department of Planning and/or the Township's consultant that the plans adequately provide for the following:

YES	NO	
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		The relationship between thoroughfares, service roads, driveways and parking areas shall encourage pedestrian and vehicular safety on both public and private lands
		All of the development features including the principal building, open spaces, service roads, driveways and parking areas shall be located to minimize adverse effects upon adjacent development
		Buildings and structures shall be sited to minimize the removal of trees and alteration of topography and to protect and maintain significant natural features including water courses
		Maximum visual and auditory privacy for surrounding properties and occupants through the design of the relationships among buildings, fences and walls, landscaping, topography, and open spaces
		The fencing, screening or landscaping of refuse storage and pick- up areas shall be designed to prevent the blowing or scattering of refuse and to visually screen the refuse from view from adjacent properties
		All mechanical equipment, transformers, and similar equipment, whether on the ground or on a roof, shall be screened from view from adjacent properties
		In parking areas of thirty (30) or more spaces, traffic channelization shall be provided through the use of tree- planted and landscaped dividers, and/or bio-retention swales and cells, islands and walkways
		Parking and loading provisions shall meet the requirements of Article 9

Copley Township Fire Department

Approval Granted: _____

Date Approval Granted: _____

After review by the Copley Township Fire Department and finding that the site plan, building plans and working drawings adequately provide for the following:

YES	NO	
		The ability of the department to provide life safety and fire fighting services by providing for the proper access and flow of equipment, location of hydrants, access to the structures

		The proper location of refuse collection and storage areas and other exterior storage facilities, which may constitute a potential fire hazard
		The location and maintenance of areas of rescue assistance for building occupants
		Fire lanes (posted)
		Fire Department connection (Siamese)
		Lockbox. (Knox Box)
		Ohio Building Code - Use Group
		Ohio Building Code - Occupancy Load
		Exit and Emergency Light Locations
		Fire Extinguisher Placement
		Sprinklers as required by the Ohio Building Code

Summit County Engineer

Approval Granted: _____

Date Approval Granted: _____

After review and recommendation by the Summit County Engineer and finding that the grading plan, drainage plans, traffic circulation patterns and provisions for maintenance of the public drainage facilities adequately provide for the following:

YES	NO	
		The maintenance of the surface waters in their natural courses where the water enters and leaves the subject premises
		Acceptance of upstream drainage
		Future development of upstream properties
		Storm water management facilities, water quality practices and drainage easements which minimize the impact of storm water on abutting or downstream properties and minimize increased storm water flows from the site to the greatest extent possible
		Grading and surface drainage designed to minimize any adverse effects on abutting properties and public streets
		On-site traffic circulation shall be designed to make possible adequate fire and police protection and to minimize interference with the traffic carrying capacity of adjacent streets

		Curb cuts, internal drives, parking areas and pedestrian walkways, and bicycle lanes shall be arranged to promote safe and efficient movement within the site, between adjacent sites, and between the site and the adjacent thoroughfare system
		The number and location of openings from the site to adjacent thoroughfares shall be designed to maintain the traffic movement function of arterial and collector streets
		All utilities on site shall be located underground
		Applicant will sign an agreement to submit "As Built" drawings of all Storm Water and Water Quality features to the Township upon site completion. The Township will then send the "As Built Drawings" to the County Engineer's Office

Summit Soil and Water Conservation District

Approval Granted: _____

Date Approval Granted: _____

After review and recommendation by the Summit Soil and Water Conservation District and finding that the Storm Water Pollution Prevention Plan (SWPPP) and Structural and Non-Structural Post Construction Practices adequately provide for the following:

YES	NO	
		Adhere to the requirements of the Ohio EPA/Summit SWCD Checklist and NPDES Phase II regulations.
		Provide for a Long Term Maintenance Agreement between the Township, property owner and County Engineer for all post construction practices.
		Retention of unstable soil as open lands.

Summit County Department of Environmental Services or Ohio EPA

Approval Granted: _____

Date Approval Granted: _____

After review by the Summit County Department of Environmental Services, or Ohio EPA as appropriate and finding that the plans provide for a sanitary waste disposal system conforming with the requirements of the reviewing agency.

Copley Township Service Director

Approval Granted: _____

Date Approval Granted: _____

The Copley Township Service Director will review the site plan for the ability of the department to provide maintenance services by providing for the proper access and flow of equipment; the storm water management facilities; and the conformity of the road patterns to the public health, safety and welfare dictates so as to ensure in so far as possible conformity to all applicable public standards. The Service Director will also review the site plan to provide that lighting shall be directed away from adjacent streets or roads so as not to impair safe movement of traffic. No lighting shall shine directly on adjacent properties.

Copley Township Police Department

The Copley Township Police Department will review the site plan for overall safety.

Approval Granted: _____

Date Approval Granted: _____

Zoning Use Certificate Issuance

Approval Granted: _____

Date Approval Granted: _____

Modified Site Plan Review for Certain Zoning Use Certificates: The Zoning Inspector shall issue a Zoning Use Certificate if all of the following Conditions are met:

YES	NO	
		The proposed use is a permitted non-residential use
		The proposed use meets all parking requirements
		No new construction is proposed to the existing structure
		No alteration is proposed to the parking lot, lighting, screening, open space, service roads, driveways, topography, landscaping, and/or fire lanes.
		If applicable, Ohio EPA has granted approval of the sanitary wastewater disposal system based upon the applicant's proposed use.
		Summit County Department of Building Standards has issued a Certificate of Occupancy for the proposed use as that use is defined by the Ohio Building Code.

