DEVELOPMENT PLAN – ADMINISTRATIVE APPROVAL

REQUIRED INFORMATION FOR APPLICATION SUBMITTAL

All applications shall require submittal of one full-sized hard copy and one digital copy

1) Completed Pre-Development Meeting (required unless waived by Director). Send an email to planning@delawareohio.net to schedule a pre-development meeting.

2) Completed and signed Master Application Form which includes:
   a) Applicant(s) name, address, phone number.
   b) Name, address, phone numbers of all owners of the property.
   c) Signature by applicant.
   d) If the applicant is not the property owner, submit current notarized written statement signed by property owner(s) appointing applicant as owner's agent (form attached).
   e) Name, address, phone number, e-mail address of contact person for information and questions.

3) One copy of a detailed site plan shall show the following required information. May be shown on one drawing or may be separated into more than one drawing for purposes of legibility and clarity. Drawing sheet sizes shall not exceed 22"x 34". All plans shall be at a scale of 1" = 20'.
   a) The location, dimensions, outline, height, gross floor area, type of use, and entrances of all structures. Total gross square footage of all structures shall be listed on the plan sheet. (If single family only, show maximum outline of building area for each lot.)
   b) Proposed public and/or private streets and vehicular access ways including curb and gutter, street width, right-of-way width and street names.
   c) Proposed sidewalks, walkways, pedestrian paths, and bike paths with widths of each.
   d) Proposed widening of existing streets including turn lane improvements within or adjacent to the project area.
   e) Proposed vehicular parking areas including parking lot striping, parking space dimensions, accessible parking space locations and dimensions, location, and width of points of ingress and egress, location and width of all parking access aisles, location and dimensions of all fire lanes and location of "Fire Lane - No Parking" signs. The total number of parking spaces proposed shall be listed on the plan sheet.
   f) Proposed parkland, recreation facilities and recreation areas.
   g) Distances of setbacks of all structures from project boundaries, from proposed property lines, from streets and parking areas, and between structures.
   h) Distance of setbacks of all parking areas from structures and property lines.
   i) A photometric plan including cut sheets. Proposed exterior lighting including location, type, and height of lighting sources for buildings, parking areas, streets and access ways and landscaped areas, in accordance with Chapter 1124 of the Zoning Code.
   j) Proposed landscaping plans including the boundaries and total area (square footage) of all landscaped areas, the location, type, size and height of all landscaping vegetation and all natural materials screening devices, plus location, type and height of all manmade materials used for screening and buffering devices, in accordance with Chapter 1121 of the Zoning Code.
   k) Tree canopy management plan and other materials required in accordance with Chapter 1122 of the Zoning Code.
   l) Total amount of open space (area not covered by impervious surfaces) and its percentage of development area for each phase of the development shall be listed on the plan sheet.
   m) The proposed final topography of the development site with contour intervals at two (2) feet.

4) One copy of color building elevations indicating true colors and materials of all elevations of the building exterior. Sizes shall be 22" x 34".

5) One copy of architectural elevations showing all sides of the proposed structure(s)

6) An electronic copy of all plans listed in #3 through #7 above either emailed to Planning@delawareohio.net.

7) Engineering submittal requirements shall be as determined by the Public Works Department Engineering and Land Development Section pursuant to the "Supplemental Development Process Checklist" on file. With questions about requirements, email EngLandDev@delawareohio.net.

8) Fees will be invoiced upon official acceptance of the application and required materials. Fees can be found in the fee schedule at delawareohio.net/planning.

9) Development Plans and modifications expire one year after the date of approval if construction has not commenced. Please contact planning@delawareohio.net *prior to* expiration to seek an administrative or Planning Commission extension per section 1105.22 of the Zoning Code.

10) A certificate of building and zoning compliance (building/zoning permit) will be required following approval of an administrative development plan application.

Agent Form

The undersigned, owner(s) of the certain real property described in the attached application, do hereby appoint and expressly grant full authority to *(Name of Agent)* _____ to act as the sole agent(s) of and on behalf of the undersigned in all matters related to and in connection with the attached application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Delaware in connection with this same case, and by all decisions made by the City in connection with this same case.

_____ _____

Owner's Signature Owner's Signature

_____ _____

Printed Name Printed Name

State of _____

County of _____

Sworn to or affirmed and subscribed before me by _____

Owner(s) Name(s)

this date of _____.

SEAL

_____

Signature of Notary Public

_____

Notary Printed Name

_____

Commission Expiration Date