DEVELOPMENT PLAN
CONDITIONAL USE (NEW OR EXPANDED STRUCTURE)
MODIFICATION TO DEVELOPMENT PLAN

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) In the case of development plan modifications, the Director shall determine the level of review required based on Section 1105.17 of the Zoning Code. Some of the below items may not be required in the case of an incidental or minor modification. Email planning@delawareohio.net prior to submission of any modification.

3) 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.

4) A written and signed "letter of intent" establishing intentions as to development of the property, including existing and proposed use(s) of the property, and a detailed listing of the common ownership or unified control of the entire property or properties included in the proposed development.

5) 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.

6) One copy of color building elevations indicating true colors and materials of all exterior elevations.

7) One copy of architectural elevations showing all sides of the proposed structure(s). Sizes shall be 22" x 34".

a) For residential PUDs, all proposed models to be constructed should be included. Subsequent additions to model types or elevations shall be submitted as a modification to the development plan.

8) 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.

9) In Residential PUDs, recommendation by Parks Director on parkland dedication requirement or payment of fees in lieu of land dedication. Applicant is required to indicate preference for land dedication, payment of fees, or a combination thereof, and to submit the plan to the Parks Board for feedback. Final determination is made by the Planning Commission.

10) 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.

11) A sign will be required to be posted on site as outlined in section 1105.13(b) of the Zoning Code at least ten days prior to the public hearing for a development plan, conditional use, or major modification to a development plan. The sign can be picked up at the Department of Public Works 440 E. William Street. The sign must be returned to the same address immediately upon final approval by Planning Commission or City Council to avoid replacement penalties or permitting delays.

12) 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.

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