



**PLANNING COMMISSION**

*Application for Site Plan Approval*

Division of Planning  
240 Columbus Ave  
Sandusky, Ohio 44870  
419.627.5891

[www.cityofsandusky.com](http://www.cityofsandusky.com)

**APPLICANT/AGENT INFORMATION:**

**Property Owner Name:** \_\_\_\_\_

**Property Owner Address:** \_\_\_\_\_

\_\_\_\_\_

**Property Owner Telephone:** \_\_\_\_\_

**Property Owner Email:** \_\_\_\_\_

**Authorized Agent Name:** \_\_\_\_\_

**Authorized Agent Address:** \_\_\_\_\_

\_\_\_\_\_

**Authorized Agent Telephone:** \_\_\_\_\_

**Authorized Agent Email:** \_\_\_\_\_

**LOCATION AND DESCRIPTION OF PROPERTY:**

**Municipal Street Address:** \_\_\_\_\_

**Legal Description of Property (check property deed for description):**

\_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**DETAILED SITE INFORMATION:**

**Land Area of Property:** \_\_\_\_\_ (sq. ft. or acres)

**Total Building Coverage (of each existing building on property):**

**Building #1:** \_\_\_\_\_ (in sq. ft.)

**Building #2:** \_\_\_\_\_

**Building #3:** \_\_\_\_\_

**Additional:** \_\_\_\_\_

**Total Building Coverage (as % of lot area):** \_\_\_\_\_

**Gross Floor Area of Building(s) on Property (separate out the square footage of different uses – for example, 800 sq. ft. is retail space and 500 sq. ft. is storage space:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proposed Building Height (for any new construction):** \_\_\_\_\_

**Number of Dwelling Units (if applicable):** \_\_\_\_\_

**Number of Off-Street Parking Spaces Provided:** \_\_\_\_\_

**Parking Area Coverage (including driveways):** \_\_\_\_\_ (in sq. ft.)

**Landscaped Area:** \_\_\_\_\_ (in sq. ft.)

**PROPOSED DEVELOPMENT (check those that apply):**

- New Construction (new building(s))**
- Addition to Existing Building(s)**
- Change of Use in Existing Building(s)**

**Description of Proposed Development (Describe in detail your development plans, for example – proposed use, size of building or proposed addition, hours of operation, days of operation, seating capacity, etc.):**

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**APPLICATION AUTHORIZATION:**

If this application is signed by an agent, authorization in writing from the legal owner is required. Where owner is a corporation, the signature of authorization should be by an officer of the corporation under corporate seal.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

**PERMISSION TO ACT AS AUTHORIZED AGENT:**

As owner of \_\_\_\_\_ (municipal street address of property), I hereby authorize \_\_\_\_\_ to act on my behalf during the Planning Commission approval process.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**REQUIRED SUBMITTALS:**

1 copy of a site plan/off-street parking plan for property  
\$25.00 application fee

**APPLICATION MUST BE FILLED OUT COMPLETELY**

**STAFF USE ONLY:**

Date Application Accepted: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Date of Planning Commission Meeting: \_\_\_\_\_

Planning Commission File Number: \_\_\_\_\_



**2023**  
**PLANNING COMMISSION**  
**MEETING DATES AND FILING DEADLINES**

	<b>FILING DEADLINE</b>	<b>MEETING DATE</b>
<b>JANUARY</b>	<b>12/28</b>	<b>1/25</b>
<b>FEBRUARY</b>	<b>1/25</b>	<b>2/22</b>
<b>MARCH</b>	<b>2/22</b>	<b>3/22</b>
<b>APRIL</b>	<b>3/22</b>	<b>4/26</b>
<b>MAY</b>	<b>4/26</b>	<b>5/24</b>
<b>JUNE</b>	<b>5/24</b>	<b>6/28</b>
<b>JULY</b>	<b>6/28</b>	<b>7/26</b>
<b>AUGUST</b>	<b>7/26</b>	<b>8/23</b>
<b>SEPTEMBER</b>	<b>8/23</b>	<b>9/27</b>
<b>OCTOBER</b>	<b>9/27</b>	<b>10/25</b>
<b>NOVEMBER</b>	<b>10/25</b>	<b>11/22</b>
<b>DECEMBER</b>	<b>11/22</b>	<b>12/27</b>

The Planning Commission will typically meet on the fourth Wednesday of every month. The meetings are held in the City Commission Chamber, 240 Columbus Ave at 5:00 p.m. Meeting times, locations, and dates are subject to change with prior notice. Any changes will be posted to the City website.

## SITE PLAN/OFF-STREET PARKING PLAN REQUIREMENTS

Site plan/off-street parking approval is required whenever a building is constructed or a new use is established; whenever an existing building is altered and there is an increase in the number of dwelling units, seating capacity, or floor areas of buildings; and whenever the use of an existing building is changed (Section 1149.02 of the Sandusky Zoning Code).

All plans submitted to the Planning Commission must be met, concise, accurate, complete and must be drawn to scale. Any plans submitted that are not drawn to scale will not be processed.

The following details are to be shown on the site plan/off street parking plan:

### General Requirements

- A key plan showing the location of the property relative to the surrounding area (should include closest major streets).
- The plan must be drawn to a scale not smaller than 1" to 100'. An engineering scale must be used (for example, 1" = 10" or 1" = 20').
- All plans must show date of preparation and dates indicating any revisions to plans.
- All plans must include a north arrow oriented to the top of the page.
- A legend, in chart form, to include the following where applicable:
  - 1) Lot area
  - 2) Building coverage
  - 3) Total floor area
  - 4) Area of addition
  - 5) Building height
  - 6) Landscaped area
  - 7) Number of parking spaces provided

### Design Details

- **Property Description:** The site plan should accurately reflect the size and shape of the property.
- **Buildings:** All buildings should be shown on the site plan indicating setbacks from all lot lines, distance between buildings, dimensions of all buildings, identification by type of each building and number of stories, and distances between buildings on adjacent properties.

- **Parking Areas:** Designated as to garages, carports, or open parking; with all spaces numbered and a typical parking stall dimensioned, poured concrete curbing (to be indicated by double lines) or bumper blocks pegged in place and surfacing material indicated (asphalt, paving stones, or concrete). If parking is underground, the extent of the underground garage and the location of ramps should be indicated.
- **Driveways and Ramps:** With dimensions, indicating vehicular circulation (if one way) and curbs (to be indicated by a double line). Show curve radii of curbs at all street access and driveway intersections.
- **Landscaping:** Location and identification of all landscaping features including planting beds, sodded areas, treatment of garbage collection areas and fencing including privacy fencing or screening. The type and location of lighting should also be included where appropriate.
- **Other Features:** With dimensions: retaining walls, protective railings, walks (indicating material), areas of recreation, play lots or areas to be landscaped, service and delivery access, outside garbage areas (to be screened on all sides), loading zones, road right-of-ways and easements (if any), and location of sewer and water lines. All property lines and public grounds on or adjacent to the subject site should also be indicated on the site plan.

**An example of a site plan/off-street parking plan is attached.**

It is noted that additional plans (drainage, landscaping, lighting, etc.) may be required by the Planning Commission and/or City Departments prior to the issuance of any building permits.

FIGURE 1  
**SITE PLAN**

