



## SITE DEVELOPMENT PLAN APPLICATION

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City of Cuyahoga Falls  
Community Development Department--Planning Division  
2310 Second Street  
Cuyahoga Falls, Ohio 44221  
330-971-8135  
www.cityofcf.com

### **APPLICANT'S INFORMATION AND INSTRUCTIONS**

It is strongly recommended that applicants have a pre-application conference with Planning Division staff prior to submittal. Please call 330-971-8135 to make an appointment with a Planner.

#### **SUBMITTAL PROCEDURE**

Please refer to the Planning Commission Application Deadline and Hearing Schedule for submittal deadlines and other relevant dates. This document is available online at <http://www.cityofcf.com> or by contacting the Planning Division.

Staff will review submitted applications to ensure all required material and information are provided. Within 30 days of a submittal deadline, the applicant will be notified whether application materials are acceptable. If acceptable, a postcard will be mailed to the contact person indicating the date the application has been accepted and, for Major Site Development Plans, the date the application has been scheduled on the Planning Commission agenda. If the application is not acceptable, a letter outlining the deficiencies will be sent to the applicant. On Major Site Development Plan Applications, the deficiency letter will also address submission deadlines (Note: The Planning Commission agenda is limited to 5 items per meeting; completed applications in excess of 5 will be scheduled for the next meeting.)

#### **NOTICE & POSTING FOR MAJOR SITE DEVELOPMENT PLAN APPLICATIONS**

1. A Notice shall be posted, on the property, at least seven (7) days prior to the Planning Commission Public Meeting.
2. A Notice will be mailed to abutting property owners at least seven (7) days prior to the Planning Commission Public Meeting.

#### **WITHDRAWAL OF MAJOR SITE DEVELOPMENT PLAN APPLICATIONS**

Any application may be withdrawn by written request of the applicant. If withdrawn prior to the posting, the applicant may be reimbursed. If the application is withdrawn after this time, fees cannot be reimbursed.

#### **DEFERRAL OF MAJOR SITE DEVELOPMENT PLAN APPLICATIONS**

Applicants may request an indefinite deferral of the application if more time is needed to prepare for the Public Meeting. However, deferrals are not granted automatically, and the applicant's representative must be present at the public meeting even if a deferral has been requested. The Planning Commission may also defer an application for failure of the applicant to follow procedural steps. If the application is deferred at the request of the applicant or for failure to follow all procedural steps, a new public notice shall be issued at the expense of the applicant.

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### **PLANNING COMMISSION PUBLIC MEETING FOR SITE DEVELOPMENT PLAN APPLICATIONS**

The first public meeting is before the Planning Commission. Planning Commission meetings are held on the first and third Tuesday of every month at 6:00 PM in City Council Chambers at the Cuyahoga Falls Natatorium Building, or such time or places as may be designated by the Planning Division. The applicant or a representative of the applicant **must be present** at the public meeting. The applicant or applicant's representative is asked to make a presentation of the proposal and answer any questions the Planning Commission may have. Large visual presentation aides are also recommended. Other interested members of the public are given the opportunity to speak. If there is opposition, the applicant is also given time for a rebuttal.

The Planning Commission functions as an advisory body to the City Council, and the Planning Commission's recommendation are transmitted to the City Council within 7 days after the public meeting, unless the application is tabled. An application can be tabled up to 30 days.

### **CITY COUNCIL PUBLIC MEETING FOR SITE DEVELOPMENT PLAN APPLICATIONS**

The Cuyahoga Falls City Charter requires that all decisions made by the Planning Commission be submitted to City Council for approval. After Planning Commission action, legislation is prepared for submission to City Council. City Council meets on the second and fourth Monday of every month at 6:30 p.m. in City Council Chambers. From the time a matter has received Planning Commission approval, an additional 2 –4 weeks may be needed to obtain Council approval. The Planning Division will notify the applicant in writing of the City Council meeting dates following the Planning Commission meeting.

Prior to the City Council public meeting, Council members are provided with the staff report summary and the Planning Commission recommendation. City Council members are, therefore, familiar with the request and issues involved. At the Council meeting, applicants should give a brief presentation with visual aides and state whether or not the applicant agrees with the Planning Commission recommendation. Applicants should avoid restating information already presented to the Planning Commission. A representative of the applicant **must be present** at the City Council public meeting.

The City Council makes the final decision on all application by voting on the submitted legislation. If the application is denied by City Council, substantially the same application cannot be considered within one year of denial.

### **Minor Site Development Plan application is for:** **MINOR SITE DEVELOPMENT PLAN PROCESS**

1. Any multi-family residential building 8 dwelling units or less and on its own lot
2. Any new non-residential applications with total buildings between 1,500 square feet and 8,000 square feet;

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3. Additions or expansions involving less than 10 percent or less of existing structures and no more than 10,000 square feet; and
4. All land improvements requiring specific measures to comply with Section 1124.03 – Flood Plain and Stormwater.

The Planning Division staff reviews all Minor Site Development Site Plan Applications. There are no Planning Commission or City Council meetings or approval. Application review process may also involve one or more work sessions with other City Staff or officials.

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## **APPLICANT’S CHECKLIST (KEEP FOR RECORDS)**

Be sure to check the items listed below and include all applicable documents when you submit your application. Items must be properly identified or labeled when submitting the application. Staff will review submitted applications and notify applicants by mail whether the application has been accepted for processing. Applications lacking required information, and/or signatures cannot be scheduled for public meeting or staff review. More detailed information about the process is presented in the attached “ Applicant Information” section. Code references refer to the Cuyahoga Falls General Development Code, Ordinance 62-2009.

### **ALL SITE DEVELOPMENT PLAN APPLICATIONS**

- Completed application. (All items must be completed.)  
Property owner’s signature and applicant’s signature (if not the current owner of the property). A copy of the purchase contract for the property may be included in lieu of the property owner’s signature, as long as the contract clearly identifies approval of the application as a contingency of the contract.
- Appropriate fee payable to the City of Cuyahoga Falls (See Title V, Appendix C, Cuyahoga Falls General Development Code, Fee Schedule)

### **GENERAL REQUIREMENT**

- Major/Minor Site Plan Application.
- One (1) full size paper copy & a digital file (pdf.) of all site plan documents.

<b>DOCUMENTS</b>	<b>CODE REFERENCE</b>
<b><u>Environs Map (Scale 1:100) and Statistics</u></b>	
<input type="checkbox"/> Vicinity map showing proposed building/parking lot footprints with existing streets, building footprint, parks, railroads, etc., within 500 feet of site.	
<input type="checkbox"/> Site Legend -- zoning designation, setbacks, lot coverage, impervious surface coverage, green/open space areas and other statistics as appropriate.	Chapter 1132
<b><u>Topography Site Plan (Scale 1:20 or 1:30)</u></b>	
<input type="checkbox"/> Existing and proposed contours at intervals of not more than 5 feet where the grounds slope is generally greater than 10 percent and not more than 2 feet where the grounds slope is generally less than 10 percent. All elevations are to be based on USGS data.	
<input type="checkbox"/> Proposed/existing building and parking lot footprint.	
<input type="checkbox"/> Location, widths, right-of-ways, and names of existing or platted streets, railroads, easements, parks and permanent buildings	
<b><u>Utility Site Plan (Scale 1:20 or 1:30)</u></b>	Chapter 1124

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<b>DOCUMENTS</b>		<b>CODE REFERENCE</b>
<input type="checkbox"/>	Proposed footprints of all buildings parking lots, etc. with setbacks	Chapter 1132
<input type="checkbox"/>	All existing and proposed utility lines, drainage channels, open space	Sections 1124.02, 1124.04
<input type="checkbox"/>	Proposed storm drainage (Best Stormwater Management Principles) Calculations for the City Engineer.	Section 1124.03
<b><u>Parking Lot Plan (Scale 1:20 or 1:30)</u></b>		Chapter 1134, Sections 1134.02,.03,.04 1142.03,.04 1143.05,.06,.07 1144.03,.04,.05
<input type="checkbox"/>	Stall size dimensions, isle widths, walks, curbing, etc.	Chapter 1135,
<input type="checkbox"/>	Cross-Section and dimensions of curbs, pavement type, base, etc.	
<input type="checkbox"/>	Lighting Plan with light fixture type with candle calculations, lighting fixture types and dimensions,	Sections 1142.03,.05 1143.08, 1144.06,
<b><u>Landscaping Plan (Scale 1:20 or 1:30)</u></b>		Chapter 1145, Section 1113.12
<input type="checkbox"/>	Tree Preservation/Survey	Section 1145.04 1145.04D
<input type="checkbox"/>	Parking lot landscaping plan (tree and shrub types, size, caliper, etc.)	Sections 1145.07, Tables 1145-24,25,26
<input type="checkbox"/>	Building (foundation) landscaping plan (tree types, size, caliper, ground cover, etc.)	Same as above.
<input type="checkbox"/>	Street trees	Section 1145.05
<input type="checkbox"/>	Fencing, trash enclosure and screening types (dimensions, materials, etc.)	Sections 1145.08, .09, .10 Tables 1145-25, 26
<input type="checkbox"/>	Landscaping/Site Completion Bond	Section 1113.12.C.6
<b><u>Building Elevation Plan (Scale ¼: 1'-0)</u></b>		Chapters 1142, 1143, 1144
<input type="checkbox"/>	Elevations of all building sides	Sections 1141.02, 1143.02, .03, .04, .05, 1144.02, .03
<input type="checkbox"/>	Building material list— window types, doors types, façade materials (type, color), roof type (material, color)	Same as above.
<input type="checkbox"/>	11" x 17" color rendering of all sides of building(s)	
<input type="checkbox"/>	Material samples	
<b><u>Sign Plan</u></b>		Chapter 1146
<input type="checkbox"/>	Building (surface) Signs—dimensions, materials, color	Section 1113.13
<input type="checkbox"/>	Monument/Pole (non-surface) Signs--dimensions, materials, colors	



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PROJECT #: \_\_\_\_\_

### APPLICATION

CONTACT INFORMATION	
<b>APPLICANT'S NAME:</b>	
Street Address:	
City/State/Zip	
Telephone:	
E-mail:	

APPLICANT'S AGENT NAME:	
<b>APPLICANT'S AGENT NAME:</b>	
Contact Person:	
Street Address:	
City/State/Zip	
Telephone:	
E-mail:	

PROPERTY OWNER'S NAME:	
<b>PROPERTY OWNER'S NAME:</b>	
Street Address:	
City/State/Zip	
Telephone:	
E-mail:	

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DESCRIPTION OF PROPERTY	
General Location:	
Address:	
Parcel Number (s):	
Land Area (square feet or acreage):	
Estimated Project Cost:	
Estimated Job Creations:	

**NARRATIVE**

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**CERTIFICATIONS**

Applicant	Signature	Date
I hereby certify that all statements made on this application are true and complete and that I have a legal right to make this appeal or to possess a written power of attorney on the above premises.		
Property Owner Consent	Signature	Date
I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.		

**DEPARTMENT USE**

File Number:	
Application Received (Date):	
Amount Accepted:	