



City of Aurora, Ohio – Planning, Zoning & Building Division

129 W. Pioneer Trail, Aurora, OH 44202

Phone: 330.562.9564 Fax: 330.562.9719 www.auroraoh.com

PLANNING COMMISSION EXTENSION APPLICATION

Extension of review time for action on a site plan

I _____, hereby agree to an extension of up to 90 days for the review and action on the site plan for the property located at _____ by the City of Aurora Planning Commission.

Under state law, I have a right to have my application approved or denied within 30 days of submittal of the same, however, I agree to be bound by the City of Aurora Codified Ordinances.

Pursuant to the City of Aurora Codified Ordinance Section 1105.03(e), my application shall be approved or denied within 90 days of submission in order to ensure that all codes, regulations, and laws are adhered to, and that any issues during the development process can be thoroughly reviewed and resolved with the city prior to approval.

Owner or Authorized Representative

Date

-----FOR OFFICIAL USE ONLY-----

APPLICATION NO: _____

DATE PRELIMINARY PLAN RECEIVED: _____



SITE PLAN APPLICATION SUBMITTALS

Complete Application Required – Site development plans shall be prepared by persons professionally qualified to do such work and shall be certified by a qualified professional registered for such work by the State of Ohio. The Planning Commission or City Staff shall not be required to review or take action upon plans which are not sufficient to clearly and completely document compliance with the Regulations outlined in Section 1111.06 of the Aurora Codified Ordinances for Site Plan Applications.

Planning Commission Procedure – Applications to Planning Commission generally are reviewed through a two-step process: the preliminary site plan and the final site plan submittals. Specific Requirements of preliminary and final site plan requirements can be found in Section 1111 of the Aurora Codified Ordinances.

To submit a project to Planning Commission:

1. One (1) complete set of full-size paper drawings
 - a. Any accompanying reports, site plans, or other documents required. Examples: Stormwater Management Plan, Traffic Studies, Plats, SWP3, State or Federal Permits, Landscape Plan, Lighting Plan, etc.
2. 11 sets of 11 x 17 drawings for packets.
3. A fee will be due to apply. See below.
4. Email digital plans to the following group:
 - lawriem@auroraoh.com
 - engineering@auroraoh.com
 - januskad@auroraoh.com

You must receive **email confirmation** from one the Planning, Building and Zoning Department for your project to be considered as submitted. By submitting your Planning Commission application and other documents, you will automatically be added to the upcoming Planning Commission agenda to be accepted for study.

Fees:

Fees shall be paid in full at the time of application or other submittal and shall be considered a requirement for a complete and actionable application or submittal. Fees are hereby established as follows:

Conceptual/Development Plan		\$250.00
Site Plan	Preliminary	\$500 Residential \$1000 Commercial/Industrial \$500 Addition
	Final	\$500 Residential \$1000 Commercial/Industrial \$500 Addition

To submit a project for Architectural Board of Review:

The Architectural Board of Review meets on the fourth Thursday of every month at 6:00 PM. Projects must be submitted 14 days (Thursday by noon) prior to the next scheduled meeting.

1. Have your architect fill out the appropriate application and print 3 sets of full-size, paper building plans.
2. The fee to apply for the building permit is on the application.
3. Submit 7 sets of 11 x 17 drawings for the packet.
4. Email digital plans to the following group:

lawriem@auroraoh.com
gruttadauriac@auroraoh.com
davism@auroraoh.com

By submitting your building plans, you will automatically be added to the upcoming ABR agenda.

To submit a project for Board of Zoning Appeals:

The Board of Zoning Appeals meets on the second Wednesday of every month at 6:30 PM. The application must be submitted 16 days prior the next scheduled meeting.

After submittal of your building plans, the project will be reviewed for zoning compliance. If the zoning could not be approved you have the right to appeal the decision by applying to the Board of Zoning Appeals. You will be contacted directly if the project does not pass zoning.

1. Have your architect fill out the Board of Zoning Appeals Application
2. The fee to apply to the Board of Zoning Appeals is \$100.00.
3. Submit 10 sets of 11 x 17 drawings for the packet
4. Submit a narrative explaining to the BZA why the variance is necessary for the project
5. Submit the entire package, with payment directly

By submitting your building plans, you will automatically be added to the upcoming BZA agenda.

SITE PLAN - PRELIMINARY APPLICATION CHECKLIST

Complete Application Required – Site development plans shall be prepared by persons professionally qualified to do such work and shall be certified by a qualified professional registered for such work by the State of Ohio. The Planning Commission or City Staff shall not be required to review or take action upon plans which are not sufficient to clearly and completely document compliance with the Regulations outlined in Section 1111.06 of the Aurora Codified Ordinances for Site Plan Applications. This application shall be completed and submitted as part of the completed application.

DATE REC'D _____ APPLICATION # _____

APPLICANT NAME: _____

LOCATION: _____

NUMBER OF LOTS: _____ TOTAL AREA: _____ ZONING: _____

	<u>Conforms</u>	<u>Does Not Conform</u>	<u>Not Applicable</u>	<u>Item</u>
				<u>APPLICATION</u>
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A completed application
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee as required by Section 1101.09
				<u>PRELIMINARY SITE PLAN Per Section 1111.06:</u>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of the development; all site information and contact information,
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed property information, site survey, and all recorded or proposed easements,
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations and dimensions of existing and proposed buildings and related site improvements and/or structures,
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A summary table of acres devoted to residential and non-residential uses, including area dedicated for public and private roads,
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations, names, and dimensions of roads and easements, intended purpose, conditions of use, and enforcement,
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing topography, proposed topography, and proposed finished grades,
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing drainage patterns and preliminary storm water management plan,
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing water and sanitary sewer facilities and preliminary water and sanitary sewer plans, including the planned locations,
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicular and pedestrian circulation patterns and facilities,
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locations and plans for recreation and open space areas,

13. Location and extent of any wetland, wetland setback area, riparian area, riparian setback area as required by Section 1157,
14. Preliminary tree preservation/removal plan. *See Section 1115*,
15. Preliminary landscape plan indicating the planned layout of all landscape areas, buffers, and related construction.

I have reviewed the above requirements and verify the information submitted satisfies all requirements above:

Qualified Preparer: _____
Name Signature Date

SITE PLAN - FINAL APPLICATION CHECKLIST

Complete Application Required – Site development plans shall be prepared by persons professionally qualified to do such work and shall be certified by a qualified professional registered for such work by the State of Ohio. The Planning Commission or City Staff shall not be required to review or take action upon plans which are not sufficient to clearly and completely document compliance with the Regulations outlined in Section 1111.06 of the Aurora Codified Ordinances for Site Plan Applications. This application shall be completed and submitted as part of the completed application.

DATE REC'D _____ APPLICATION # _____

APPLICANT NAME: _____

LOCATION: _____

NUMBER OF LOTS: _____ TOTAL AREA: _____ ZONING: _____

<u>Conforms</u>	<u>Does Not Conform</u>	<u>Not Applicable</u>	<u>Item</u>
<u>APPLICATION</u>			
1.	<input type="checkbox"/>	<input type="checkbox"/>	A completed application
2.	<input type="checkbox"/>	<input type="checkbox"/>	Fee as required by Section 1101.09
<u>FINAL SITE PLAN Per Section 1111.06:</u>			
3.	<input type="checkbox"/>	<input type="checkbox"/>	Name of the development; all site information and contact information,
4.	<input type="checkbox"/>	<input type="checkbox"/>	Detailed design plans for water and sanitary sewer facilities,
5.	<input type="checkbox"/>	<input type="checkbox"/>	Locations of existing and proposed refuse disposal facilities,
6.	<input type="checkbox"/>	<input type="checkbox"/>	Elevation drawings or renderings, with scale clearly shown, of all sides of proposed structures, fixtures, and equipment
7.	<input type="checkbox"/>	<input type="checkbox"/>	A lighting plan which locates and describes all exterior lighting of buildings, signs, parking, walks and other areas of the plan.
8.	<input type="checkbox"/>	<input type="checkbox"/>	Such other relevant data as the Planning Commission, Planning and Zoning Director, or the Director of Engineering, Utilities and Inspection may require to determine the compliance of the proposed site development as required by Chapter 1111.06
9.	<input type="checkbox"/>	<input type="checkbox"/>	Landscape plan including all information as required to demonstrate compliance with the provisions of Chapter 1115
10.	<input type="checkbox"/>	<input type="checkbox"/>	Storm water calculations and detailed design plans as required by Chapter 1175
11.	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision grading plan including all information as required to demonstrate compliance with the provisions of Chapter 1113

12. Design of all rights-of-way and easements and design, furnish, and install improvements as required by the improvement plans in **Chapter 1109**
13. Storm water maintenance agreement per **Chapter 1107.08**
14. A traffic study as required by **Chapter 1116**

I have reviewed the above requirements and verify the information submitted satisfies all requirements above:

Qualified Preparer: _____

Name

Signature

Date