

## Planning Commission (PC)

### Commercial Site Plan Application/Design Review- Exterior/Design- Signage Only

The PC meets monthly on the third Wednesday of each month at 5:00p.m.in Council Chambers at City Hall, 417 Main Street, Huron, OH

This application is used for site plan approval, exterior design review including landscaping and lighting, and signage for new construction and any/all improvements of existing commercial/business facilities.

**\* Prior to submission of this application, an initial plan review meeting with the Planning & Zoning Department is required.**

2022 PC MEETING DATE	APPLICATION SUBMISSION DEADLINE
JANUARY 26	DECEMBER 23, 2021
FEBRUARY 23	JANUARY 27
MARCH 23	FEBRUARY 24
APRIL 27	MARCH 24
MAY 25	APRIL 28
JUNE 22	MAY 26
JULY 27	JUNE 23
AUGUST 24	JULY 23
SEPTEMBER 28	AUGUST 25
OCTOBER 26	SEPTEMBER 29
NOVEMBER 23	OCTOBER 27
DECEMBER 28	NOVEMBER 24

# Planning Commission (PC)

## Commercial Site Plan Application/Design Approval- Exterior/Design-Signage Only

DATE: \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Applicant

Name: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Location and Description of Project

Address: \_\_\_\_\_ County Parcel #: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Acreage/Area of Site: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Lot # (if applicable): \_\_\_\_\_

Estimated Value of Project: \_\_\_\_\_ Total SF: \_\_\_\_\_

New Construction

Demolition

Addition to Existing Structure

Other: \_\_\_\_\_

<b>Zoning District:</b>	R-1	R-1A	R-2	R-3	B-1	B-2	B-3	I-1	I-2	P-1	M
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<b>Flood Zone:</b>	A	AE	AO	AH	X (shaded)	X	(Definitions 1135.02(14))
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Description of Project:

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**SECTION 1. SITE PLAN APPROVAL** \*The application fee of \$150.00 and a complete site plan with following information must be included with this application and provided in a PDF format:

- \_\_\_ Dimensions of the Lot/Property Lines
- \_\_\_ Size and Location of the Existing Structure (if applicable)
- \_\_\_ Size and Location of the Proposed Structure
- \_\_\_ Front, Rear, and Side Setbacks of Existing Structure (if applicable)
- \_\_\_ Front, Rear, and Side Setbacks of Proposed Structure
- \_\_\_ Height of the Proposed Structure
- \_\_\_ Location of Sidewalks, Driveways, Drive Aisles, Parking Areas (with markings), Fire Lanes
- \_\_\_ Location of all utility connections and infrastructure
- \_\_\_ Plan for any curb cut/apron connection to public street

**\*A complete drainage plan must be included for projects that result in grading, paving, site modification, or new construction.**

**SECTION 2. DESIGN APPROVAL (EXTERIOR, LANDSCAPING, LIGHTING, SIGNAGE)** \*  
The application fee of \$150.00 and complete plans to include the following information must be included with this application and provided in a PDF format.

- \_\_\_ Photographs of Existing Conditions
- \_\_\_ Elevations of Proposed Modifications
- \_\_\_ Paint or Color Samples
- \_\_\_ Exterior Building Material Samples
- \_\_\_ Landscape Plan
- \_\_\_ Exterior Lighting Plan
- \_\_\_ Commercial Signage- Site Plan, Colored Elevations, Description of sign materials, Illumination specifications. Complete the table below:

Sign Type (circle)				Dimensions					
Sign #1:	Wall	Window	Other:	Height		Width	Display Area	Height (if ground)	
	Ground	Changeable Copy			X		=	sq. ft.	ft.
Sign Type (circle)				Dimensions					
Sign #2:	Wall	Window	Other:	Height		Width	Display Area	Height (if ground)	
	Ground	Changeable Copy			X		=	sq. ft.	ft.
Sign Type (circle)				Dimensions					
Sign #3:	Wall	Window	Other:	Height		Width	Display Area	Height (if ground)	
	Ground	Changeable Copy			X		=	sq. ft.	ft.
Sign Type (circle)				Dimensions					
Sign #4:	Wall	Window	Other:	Height		Width	Display Area	Height (if ground)	
	Ground	Changeable Copy			X		=	sq. ft.	ft.

**SECTION 3. DESIGN APPROVAL (COMMERCIAL SIGNAGE ONLY)** \* The application fee of \$50.00 and complete plans to include the following information must be included with this application and provided in a PDF format.

\_\_\_ Signage Site Plan with all setback dimensions

\_\_\_ Rendering(s) of all signs with detail of dimensions, construction materials, graphics, illumination

Sign Type (circle)				Dimensions						
Sign #1:	Wall	Window	Other:	Height		Width		Display Area		Height (if ground)
	Ground	Changeable Copy			X		=		sq. ft.	ft.
Sign Type (circle)				Dimensions						
Sign #2:	Wall	Window	Other:	Height		Width		Display Area		Height (if ground)
	Ground	Changeable Copy			X		=		sq. ft.	ft.
Sign Type (circle)				Dimensions						
Sign #3:	Wall	Window	Other:	Height		Width		Display Area		Height (if ground)
	Ground	Changeable Copy			X		=		sq. ft.	ft.
Sign Type (circle)				Dimensions						
Sign #4:	Wall	Window	Other:	Height		Width		Display Area		Height (if ground)
	Ground	Changeable Copy			X		=		sq. ft.	ft.

**PLEASE NOTE:** Upon approval from the Planning Commission, your project may require Engineering Plan review and Storm Water/Erosion Control Plan review, associated fees will apply. Zoning and/or Building Permits may be required, associated permit fees will apply. All Contractors on your project must be registered with the City. Contact the Planning and Zoning Department with any questions: 419-433-5000 ext. 1302.

\_\_\_\_\_ I hereby certify that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent, and we agree to conform to all applicable laws, regulations, and ordinances. All information contained within this application and supplemental materials is true and accurate to the best of my knowledge and belief.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Departmental Use Only:**

Date of Submission: \_\_\_\_\_

Application Fee: \_\_\_\_\_

PC Meeting Date: \_\_\_\_\_