

**City of Franklin, Ohio**  
**MAJOR SITE PLAN APPLICATION**  
UDO Chapter 1111 and 1115.08

Application No. \_\_\_\_\_

The undersigned owner(s) of the following property hereby submit this application requesting approval of a proposed major site plan, as specified below.

Name of Applicant(s): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Name of Property Owner, if different than Applicant: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Address of the property: \_\_\_\_\_

Lot No. of the property: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**The following items must be submitted with this Application:**

- \_\_\_\_\_ 1. If the applicant is not the owner of the subject property, a notarized letter of authorization from the property owner(s), designating the applicant as his/her/their representative.
- \_\_\_\_\_ 2. A **Legal Description** of the property – either a deed or a drawing prepared by a surveyor registered in the State of Ohio.
- \_\_\_\_\_ 3. A **List of Property Owners** of property that is contiguous to the applicant’s property or that is across the street from it (The list shall be based upon the Warren County Auditor’s current tax lists).
- \_\_\_\_\_ 4. A **General Supporting Narrative** explaining what is being proposed and why.
- \_\_\_\_\_ 5. A **Statement** addressing the following:
  - A. Whether the proposed use fully complies with all applicable requirements of the UDO;
  - B. Whether the proposed use or addition will adequately protect adjacent property, or residential uses located on the same property, from the potential adverse effects of a non-residential use;
  - C. Whether the proposed use or addition will be detrimental to the use and character of surrounding properties;
  - D. Whether the proposed use or addition will provide safe conditions for pedestrians and motorists and prevents the dangerous arrangement of pedestrian and vehicular ways;
  - E. Whether the proposed use will provide adequate parking and/or loading facilities and lighting systems;
  - F. Whether the proposed use will provide adequate utility, waste disposal, storm water drainage, water and sanitary services;
  - G. Whether the proposed use will provide safe ingress and egress for emergency services vehicles; and
  - H. Whether the proposed use will provide required landscaping fencing, or walls.

- \_\_\_\_\_ 6. **A Site Plan**, including:
- A. An accurate legal description prepared by, or certified by, a registered surveyor of the state;
  - B. A **Property Location Map** showing existing property lines, easements, utilities, and street rights-of-way;
  - C. List of adjacent property owners and labeling of adjacent property owners;
  - D. **A Plan**, prepared by a civil engineer, landscape architect, surveyor, or architect drawn at a suitable scale not smaller than 1 inch = 40 feet indicating:
    - (1) Existing and proposed property lines, showing all proposed property lines with typical dimensions, yards and setbacks;
    - (2) Use, location, and height of existing and proposed buildings and structures, including accessory buildings, structures and uses, along with notation of the development standards for building spacing and maximum building heights;
    - (3) Square footage of existing and proposed buildings, with indication as to which buildings and structures are to be retained and which are to be removed;
    - (4) Zoning of property and existing use on site, and zoning of adjacent properties and uses;
    - (5) The location and configuration of the surrounding streets and/or proposed streets, including the width thereof;
    - (6) The location and configuration of
      - a. existing and/or proposed driveways and the width thereof;
      - b. existing and/or proposed sidewalks and the width thereof;
      - c. any off-street parking and loading areas, including the total number of parking spaces to be provided;
      - d. the arrangement of internal and in-out traffic movement, including access roads and drives; and
      - e. the location of signs related to parking and traffic control, including handicap spaces and signage;
    - (7) The location and size of all existing and/or proposed public and private utilities, sanitary services and waste disposal facilities, and indication of any utilities which are proposed to be removed, moved or altered; and
    - (8) The location and dimension of all on-site recreation areas and the type of recreation to be conducted thereon, if applicable.
- \_\_\_\_\_ 7. **Topographic Maps**, showing existing and proposed grades and drainage systems and structures, with
- A. Topographic contours at intervals not exceeding:
    - (1) 1 foot for slopes 0% to 5%;
    - (2) 2 feet for slopes over 5% to 10%;
    - (3) 5 feet for slopes over 10%;
  - B. Showing natural features, such as major vegetation features, wooded areas, streams, lakes, and existing trees over six inches in diameter measured at the average breast height.
- \_\_\_\_\_ 8. **Landscaping Plans**, if required, indicating the location of existing plants and trees, proposed plantings, including planting height, caliper of proposed trees measured at the average breast height, quantities, sizes, species type and proposed method of irrigation.
- \_\_\_\_\_ 9. **Elevation Drawings** for all proposed buildings and structures, including building height; building materials; roofing materials; roof pitch; exterior building colors; location of doors and windows; location of exterior stairs and balconies; and other architectural details. Included with the elevation drawing shall be fifteen (15) 8.5 x 11 inch colored renderings of all four sides of any proposed buildings. The proposed structure must meet the following Exterior Design Façade Standards:
- A. All building elevations shall consist of tripartite configuration consisting of a base or foundation; a middle or modulated wall; and a top portion formed by a pitched roof or articulated cornice.
  - B. All building elevations shall be articulated in a manner to avoid an uninterrupted appearance through the use of windows, doors, offsets or a change in materials.
  - C. The following building materials are permitted for use under this section:
    - (1) Residential-scale brick using non-glazed finishes;
    - (2) Natural stone material;
    - (3) Natural and natural-based wood materials, excluding T-111 or similar materials;
    - (4) Exterior insulation and finish systems (EIFS) above the pedestrian level;

- (5) Split-face concrete masonry unit (CMU) on exposed foundations and using colors embedded into the material;
- (6) Glass only for doors and windows. Curtain walls are not permitted;
- (7) Metal cladding for use as roofing material; and
- (8) Concrete siding designed to share an appearance of wood siding such as Hardiboard or Hardiplank.
- D. No less than three (3) no more than four (4) of the materials listed above may be used on a building.
- E. The majority of the building elevations shall be finished in the natural material color or neutral, earth tones with a single accent color approved by the Planning Commission.

- \_\_\_\_\_ 10. **Floor Plans** showing the shape, size, location, floor area and estimated finished ground and basement floor grades of all proposed buildings and structures and any existing buildings and structures that are to be retained and/or altered.
- \_\_\_\_\_ 11. Proposed **Lighting Plans** including exterior building, parking lot, and site lighting. Sample cut sheets indicating pole and luminary height as well intensity of illumination in footcandles on a point-by-point iso-footcandle map shall also be provided.
- \_\_\_\_\_ 12. **Summary Table** showing total acres of the proposed development; number of acres devoted to each type of residential and/or non-residential use including streets (right-of-way) and open space; number of dwelling units by type; total building square footage; and overall density (units per acre) and intensity (lot coverage).
- \_\_\_\_\_ 13. A **Site Development Plan** in accordance with UDO section 1111.05(i) and, if appropriate, a Stormwater Management Plan as required under UDO section 1111.05(j). A Grading Plan may also be required by the City Engineer pursuant to UDO section 111.05(k).
- \_\_\_\_\_ 14. If the development is to be staged, a **Development Plan** giving a general indication as to how the staging is to proceed. The schedule shall indicate the anticipated starting and completion dates of the development sequence, including stripping and/or clearing, rough grading and construction, final grading and vegetative establishment and maintenance;.
- \_\_\_\_\_ 15. A **Sign Graphics Plan**, if required, showing:
  - A. The location of any proposed sign(s), including the sign's location with respect to existing right-of-way and property lines;
  - B. The location of all other existing signs whose construction requires permits, when such signs are on the same premises;  
The dimensions, construction supports, sizes, electrical wiring and components, sign materials, and method of attachment;
  - C. The location, size, and illumination of wall signs, ground mounted signs, and directional signs;
  - D. Elevation drawings of ground mounted signs and wall signs; and
  - E. A colored rendition of the proposed sign
- \_\_\_\_\_ 16. Other information necessary for the evaluation of existing site conditions and proposed development as deemed necessary by the City Engineer and/or the Planning Commission.
- \_\_\_\_\_ 17. **Application Fee.** Any review and/or inspection costs incurred by the City in excess of the initial application fee shall be charged to the applicant at the same rate such costs are charged to the City by the reviewing Engineer or Consultant. Failure to pay these additional fees within thirty (30) days of invoice will void approval of the site plan.

BE ADVISED THAT THE SUBMISSION OF ADDITIONAL SUPPORTING INFORMATION MAY BE REQUIRED.

**Significance of Approved Major Site Plan.** Following approval of a Major Site Plan by Planning Commission that does not require the submission of Construction Plans, the Zoning Official shall issue a Certificate of Zoning Compliance. If the development proposed by the Major Site Plan requires the submission of Construction Plans for proposed improvements connected with the development, the Certificate of Zoning Compliance shall not be issued until all requirements have been meet, unless Planning Commission approves the issuance of the Certificate with conditions to assure the Developer will meet the requirements.

**\*\*The applicant should check with the City’s Division of Building & Zoning in regards to any building code requirements or other permits required by the City. Acceptance and/or approval of this application is not a guarantee against a change in development requirements or standards due to unforeseeable circumstances once the project and/or construction begins. The applicant is advised to consult with specialistS as needed.\*\***

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Signature of Applicant(s)

Date

OFFICE USE ONLY
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Received Date: \_\_\_\_\_

TRC Meeting: \_\_\_\_\_

Legal Notice: \_\_\_\_\_

Mailings: \_\_\_\_\_

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

Approved

Approved with Modifications: \_\_\_\_\_

Denied

Date of Approval or Denial: \_\_\_\_\_

Date Notice Mailed to Applicant: \_\_\_\_\_