

HAMILTON TOWNSHIP
Department of Planning and Zoning
Application for a Commercial / Industrial Site Plan Review

Date:

Application is hereby made for a Site Plan Review for a commercial or industrial use. It is understood and agreed by the applicant, that all sections of Hamilton Township Zoning Code section 3.4 are met and included with the filing of this site plan review application and subsequent zoning permit application. Knowing that the lack of any required information from this application are grounds for denial of application.

A complete copy of section 3.4 of the Hamilton Township Zoning Code can be found at www.hamilton-township.org or can be requested from Township staff.

Application must be submitted no less than 15 working days prior to the meeting where approval is sought.

Attach five (5) detailed site plan copies of the property and any existing buildings and proposed construction. Also include a detailed elevation drawing of the structure to be built. Fill in all dimensions showing all front, side and rear yard clearances, frontage, building line, acreage, easements, any existing or proposed roadways and all adjoining properties and/or all properties that are within 200 feet of the proposed construction site property line. All site plans shall include a parking plan, landscaping plan, lighting plan, signage plan, elevation plans, a north point and be at a scale no more than 50:1. All site plans shall include the names, addresses, phone numbers, and email addresses of applicants, owners, developers, and designers.

Applicant Name:

Address:

Telephone:

Land Owner Name:

Address:

Telephone:

Location Address:

Subdivision:

Lot Number:

Class of Work:

New:

Addition:

Size in square feet, restrooms and utility areas excluded:

Number of Stories:

First Floor

sq. ft.

Second Floor

sq. ft.

Existing Building Use:

Proposed Building Use:

Building Height:

Acres:

Parcel Number:

Military Survey Number:

Applicant Signature:

COMMERCIAL AND INDUSTRIAL USES

The attached site plan review application is necessary for the construction, addition or significant renovation of all commercial and industrial buildings or uses within Hamilton Township. The Hamilton Township Planning and Zoning Staff strongly requires a least one pre-submission meeting with the applicant before an application is formally submitted for review. These meetings are constructive, set in a friendly environment and are designed to save the applicant both time and money by addressing issues which can delay the approval of the zoning certificate.

In order for the Staff of the Hamilton Township Planning and Zoning Department to review an application, the following information will be necessary:

Site Plan Submission:

1. Prior to the submission of a site plan any owner, builder or developer shall first consult with the Zoning Inspector.
2. All site plans shall be submitted to the Hamilton Township Zoning Inspector.
3. The submission of a site plan shall occur at least fifteen (15) working days prior to the meeting where approval is sought. The site plan may be reviewed at an earlier meeting. The site plan shall be complete and be accompanied by a completed application form, all required fees and data.
4. Five (5) identical copies of the site plan shall be submitted. Additional copies may be requested by the Zoning Inspector.
5. All site plans shall be drawn at a scale of not more than fifty (50) feet to the inch.
6. Site plans shall be on one or more sheets which are clearly and legibly drawn.
7. A filing fee shall be established by the Hamilton Township Trustees. This fee shall be paid upon the submission of a site plan.

Site Plan Contents:

1. Every site plan application shall be signed by the owner(s) of the land to which the site plan applies; if a corporation, by a duly authorized officer of the corporation; or by an authorized agent on behalf of the owner(s) or corporate officer.
2. Every site plan shall include the following:
 - (a) The names, addresses and telephone numbers and email addresses of the owner, developer and designers.

- (b) Location of the property by Military Survey Number or by Section, Town, Range, Township, County and State.
- (c) A vicinity map showing the boundary lines of the property including bearings and dimensions and the surrounding roadway system.
- (d) The scale of the site plan, a north point and a date and a title.
- (e) The zoning classification of the property included in the site plan and all adjoining properties.
- (g) The names of all subdivisions and property owners and the location of all property lines within two hundred (200) feet of the property included in the site plan.
- (h) Locations, widths and names of all existing streets, railroad rights-of-way, easements, permanent buildings, and corporation, township and county lines within two-hundred (200) feet of the property included in the site plan.
- (i) Existing grades, drainage systems and structures with topographic contours at intervals not exceeding two (2) feet for 6% to 18% slopes within fifty (50) feet of the site.
- (j) Proposed grades, drainage systems and structures with topographic contours at intervals not exceeding two (2) feet for 6% to 18% slopes within fifty (50) feet of the site.
- (k) Natural features such as wooded lots, streams, lakes, ponds, marshes, wetlands and an indication as to whether they are to be retained, removed or altered.
- (l) The types of soils found on the site.
- (m) All flood prone areas using the Federal Emergency Management Agency (FEMA) one-hundred (100) and five-hundred (500) year flood plain as a standard.
- (n) The existing and proposed uses of the property and all structures thereon.
- (o) The shape, size, location, height and floor area of all proposed structures on the property with their final ground floor elevations and an indication as to whether a structure is to be retained, removed or altered.

- (p) Front, side and rear elevations of all proposed or altered structures.
- (q) The location and associated dimensions of all proposed streets, driveways, parking areas and sidewalks with directional indications for one-way streets and driveways.
- (r) The location and size of all existing and proposed public and private utilities such as sewer, water, cable, gas and electric facilities with an indication as to whether they will be retained, removed or altered.
- (s) The locations, dimensions and other relevant data for all proposed landscaping, fences, walls or similar structures.
- (t) The location, dimensions, lighting and description of all signs.
- (u) The location, intensity (in foot-candles) and orientation of all exterior lighting including cut sheets.
- (v) A plan which illustrates the manner in which surface drainage will be accommodated. This plan shall include any temporary erosion and sediment control measures to be employed during on-site construction. All drainage areas influencing or influenced by the site shall be identified.
- (w) A general time schedule which indicates the anticipated starting and completion dates for construction. If the development is to be staged, indication shall be made as to how the staging is to proceed.
- (x) Any additional information that may be deemed necessary for proper and complete review when a proposed development presents difficult or unusual problems.
- (y) A Traffic Impact Study (TIS) shall be required for all uses creating more than ten (10) vehicular traffic trips during the peak traffic hour. Additional information including a sight distance analysis may be required by Hamilton Township or Warren County Engineer's Office as warranted.