

City of Franklin, Ohio
MINOR SITE PLAN APPLICATION
UDO 1115.08

Application No. _____

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

1. Name of Applicant(s): _____
2. Mailing Address: _____
3. Phone Number: _____ (home) _____ (work)
4. Address of the property: _____
5. Lot No. of the property: _____
6. Current Zoning District: _____ Current Use: _____
7. Proposed Use: _____

The following items must be submitted with this Application:

- _____ A. 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.
- _____ B. A **Legal Description** of the property – either a deed or a drawing prepared by a surveyor registered in the State of Ohio.
- _____ C. A **General Supporting Narrative** explaining what is being proposed and why.
- _____ D. A **Site Plan**, at a scale of not less than 1" = 100' including:
 - (1) General layout plan with existing and proposed property lines, showing all proposed property lines with typical dimensions, yards and setbacks;
 - (2) Proposed and existing buildings on-site, including indication of any buildings or structures which are to be removed or altered;
 - (3) General sketch floor plans and building elevations, including building height;
 - (4) List of adjacent property owners and labeling of adjacent property owners;
 - (5) Square footage of existing and proposed buildings and structures;
 - (6) Zoning of property and existing uses on-site, including adjacent use and zoning;
 - (7) Preliminary grading plan, stormwater plan and landscape plan;
 - (8) Street and parking lot layout, including street rights-of-way, drive aisles, parking spaces, and sidewalk location; and
 - (9) Preliminary water and sewer plan.
- _____ E. **Application Fee.**

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

Significance of Approved Minor Site Plan. If the Zoning Official approves a Minor Site Plan, he shall issue a Certificate of Zoning Compliance for the same.

****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.****

Signature of Applicant(s)

DATE: _____

OFFICE USE ONLY

Received Date: _____

TRC Meeting: _____

Approved (attach copy of Certificate of Zoning Compliance)

Approved with Modifications (attach copy of Certificate of Zoning Compliance)

Denied because _____

Date of Approval or Denial: _____

Date Notice Mailed to Applicant: _____