



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Application #: _____

Date: _____

Application for Site Plan Design Review

A scaled site plan (drawing) showing all property lines, existing structures, and proposed construction with dimensions must be submitted with application. All distances between the proposed construction, property lines and other structures must be labeled.

Applicant or Agent Name: _____ Applicant E-mail: _____

Applicant Address: _____ Applicant Phone #: _____

Property Address: _____ Parcel #: _____

Property Owner: _____ Phone #: _____

Property Owner Email: _____

Contractor: _____ Phone #: _____

Contractor Address: _____

Zoning District: _____ Present Use: _____ Proposed Use: _____

Building and Lot Information (A SCALED SITE PLAN MUST BE PROVIDED)

Building Size: _____ Lot Size: _____ Building Height: _____

Type of Construction: _____ Approx. Construction Cost: \$ _____

Yard Setback Depths

Front Yard: _____ ft. Back Yard: _____ ft. Side Yards: Left: _____ ft. Right: _____ ft.

The Planning & Zoning Commission will review the Site Plan Design based on the following criteria:

- 1. The buildings' locations comply with the required setbacks and all applicable general development standards in the Zoning Code.
2. Adequate water and sewer are being provided to the site.
3. Adequate ingress and egress are provided.
4. Adequate vehicular connectivity between parcels is being provided.
5. Pedestrian facilities are being provided in accordance with the Zoning Code.

Applicant Signature: _____ Date: _____

A Zoning Permit must be applied for upon approval by the Planning & Zoning Commission

Do not fill below line

Fee Collected: _____ By: _____ Date: _____

Cash Check #: _____ Credit Card #: _____

Approved Denied By: _____ Date: _____

(Planning & Zoning Commission Chairperson)

Comments:

Site Plan Design Checklist

Property Address: _____ Parcel #: _____

A site plan must be attached to this application that illustrates the following:

- Proposed Uses
- The dimensions of the property lines, parcel dimensions, private roads and adjacent public rights-of-way.
- The current zoning of the parcel and surrounding properties.
- The location of proposed buildings and structures
- The location of any natural features, such as rivers, streams, ravines, existing tree rows, etc. located on the property.
- Setbacks and the distance between buildings.
- A landscape plan
- A parking and loading plan
- A grading plan
- A preliminary utility plan