

**ROOTSTOWN ZONING ADMINISTRATION
APPLICATION FOR FINAL DEVELOPMENT PLAN**

4152 Tallmadge Rd., Rootstown, OH 44272

Phone: 330-325-9341

Email: zoning@rootstowntwp.com

1. Name of Applicant: _____

2. Mailing Address: _____

3. Phone Number: _____ Email: _____

4. Location of Proposed Project

Parcel Number: _____

Street Address: _____

Zoning District: _____

5. Existing Use: _____

6. Zoning Resolution Section, if applicable: _____

7. Description of proposed use:

8. Proposed number of dwelling units, occupants, or employees: _____

9. Does your proposed plan need any variances from the Zoning Resolution? _____

10. Attach a list of property owners within 500 feet of the property on which the use is proposed, with their addresses from the current tax record and one (1) copy of the applicant's current tax map. List of property owners needs to be in this format:

Parcel number

Name of owner

Mailing address of owner

11. Application fee is \$500 and is NON-REFUNDABLE. Checks payable to Rootstown Township.

APPLICATIONS SHALL INCLUDE THE FOLLOWING ITEMS:

- 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. A final development plan, prepared by a qualified professional and drawn to an appropriate scale, indicating the following:
 1. Proposed fee simple lots for single-family detached dwellings
 2. Use, location and height of existing and proposed buildings and structures, other than proposed units on fee lots
 3. Location of all public rights-of-way and private streets; and, for any new roads, a curb-and-gutter road cross-section that meets the minimum road pavement specifications of the Portage County Subdivision Regulations
 4. Location and configuration of off-street parking areas and loading areas; the arrangements of internal and in-out traffic movement including access roads and drives; and lane and other pavement markings to direct and control parking and circulation
 5. Proposed and existing fences, walls, signs, lighting
 6. Location and layout of all proposed and existing outdoor storage areas including storage of waste materials and location of trash receptacles
 7. Sanitary sewers, water and other utilities including fire hydrants, as required, and proposed drainage and storm water management
 8. Dimensions of all buildings, setbacks, parking areas, drives and walkways
- d. Maps showing existing and proposed grading contours, wooded areas, wetlands and other environmental features
- e. Preliminary architectural plans for the proposed development or use, showing exterior elevations and building floor plans, prepared by a professional engineer, architect, or surveyor (which shall contain their respective seal)
- f. Proposed landscaping and screening plans indicating the preliminary descriptions of the location and nature of existing and proposed vegetation, landscaping and screening elements and any existing trees to be removed
- g. Summary table showing total acres of the proposed development; number of acres devoted to each type of use including streets and open space; number of dwelling units by type
- h. A road culvert permit when required by Section 610.09
- i. A letter from the appropriate public agency(s) stating that the proposed development or use conforms or will conform to all applicable sanitary sewer, grading, and surface draining, floodplain, EPA, fire and health departments, and wetland regulations, if applicable
- j. Other information necessary for the evaluation of the final development plan as deemed necessary by the Zoning Inspector. **Must submit 8 Sets of all Material.**

Submitted by _____ Date submitted _____