



Site Development Plan Application Albany Village Code Chapter 156

The issuance of a Zoning Certificate is required prior to any property development or change of use as defined in Albany Village Code § 155.822. Compliance with all provisions of Albany Village Code Chapter 156, Site Development Plan, and any special provisions therein shall be completed before any development is issued a Zoning Certificate, Water and/or Sewer connections, or any other Village-issued permits.

Date: _____

Fee: _____ (A.V.C. § 156.12)

1. APPLICANT INFORMATION.

Applicant Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone _____ email _____

2. PROPERTY OWNER INFORMATION. (if different from Applicant shown above)

Property Owner Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone _____ email _____

3. PROJECT INFORMATION. (Attach Sketch Plan, pictures, maps, documents, etc. as needed)

Job Address: _____ **ALBANY, OHIO 45710**

Parcel Number _____ Lot Number _____ Subdivision _____

Zoning District _____ Proposed Use _____

4. CONTRACTOR INFORMATION.

General Contractor: _____

Mailing Address _____

City _____ State _____ Zip Code _____

Telephone _____ email _____

Contact Name: _____ Phone: _____

5. ACKNOWLEDGEMENT AND SIGNATURES.

PLEASE READ AND SIGN I, the undersigned do hereby affirm that all documents and statements submitted by me for this plan are true and correct. I will comply with all provisions of Albany Village Code and with all conditions of this Site Plan once approved by the Village. The proposed work is authorized by the owner in fee, and I have the authorization to make this application.

Site visits to the property by Village representatives are essential to process this application. By signing below, I hereby authorize Village representatives to visit and photograph the property described in *Section 3* above.

The information requested on this application may be relied upon by the Village in considering the permit. I understand that any false statement made knowingly may be grounds for criminal action under state and local law: **Ohio Revised Code §2921.13**

Applicant Signature _____ Date _____

Property Owner Signature _____ Date _____

Site Development Plan

Village of Albany, Ohio

6. PLAN ELEMENT CHECKLIST. (*✓if attached, Xif not applicable*) (attach all documentation to this application)

Documents required for a site plan review will depend on the proposal's size and complexity. All of the following items must be contained in each site plan unless the Village Administrator determines that such detail or site plan element is not necessary to determine compliance with any applicable Albany Village Code requirement.

General Requirements	
<input type="checkbox"/> Completed Application Form (seven (7) copies)	<input type="checkbox"/> Easements, and rights-of-way
<input type="checkbox"/> Seven (7) copies of all attached documentation	<input type="checkbox"/> Vicinity Sketch or Screenshot of Property
<input type="checkbox"/> Payment of Filing Fee	<input type="checkbox"/> NORTH Arrow
<input type="checkbox"/> Applicant Signature	<input type="checkbox"/> Property Boundary and Acreage
<input type="checkbox"/> Property Owner Signature	<input type="checkbox"/> Layout, number, dimensions of each lot
<input type="checkbox"/> Title Sheet & General Notes	<input type="checkbox"/> Site Improvement Bond Agreement
<input type="checkbox"/> Time Schedule: Start/Completion Dates	<input type="checkbox"/>
<input type="checkbox"/> Date, Title, and Scale of Drawing	<input type="checkbox"/> Engineer's Signature/Seal
<input type="checkbox"/> 100 Year Floodplain Evaluation	<input type="checkbox"/> Architect's Signature/Seal

Adjoining Property Information	
<input type="checkbox"/> Contact Info of Property Owners within 100' (Include names, addresses, and Zoning Districts)	<input type="checkbox"/> Use of Surrounding Properties
	<input type="checkbox"/>

Building and Design Plans	
<input type="checkbox"/> Preliminary Floor Plans	<input type="checkbox"/> Topography Contours
<input type="checkbox"/> Location of all Public Utilities	<input type="checkbox"/> Location of Streets and Sidewalks
<input type="checkbox"/> Electrical Plans	<input type="checkbox"/> Points of ingress/egress
<input type="checkbox"/> Mechanical Equipment Plans and Drawings	<input type="checkbox"/> Location of Parking areas and lots
<input type="checkbox"/> Existing Grades and Drainage	<input type="checkbox"/> Location and Screening of Trash Containers
<input type="checkbox"/> Surface Drainage Plans and Retention Ponds	<input type="checkbox"/> Existing and Proposed Natural Features Plan
<input type="checkbox"/> Screening, buffering, noise abatement Plans	<input type="checkbox"/>
<input type="checkbox"/> Location and use of all existing and proposed buildings and structures within the proposed area.	
<input type="checkbox"/> Location, Height, and Material of existing and proposed fences or walls	
<input type="checkbox"/> Existing and Proposed Design, Materials, and Location of Common Open Spaces	
<input type="checkbox"/> Location, Height, Dimensions, and intensity of existing and proposed lights and signs	
<input type="checkbox"/> Signed variance application form and fee (if applicable)	
<input type="checkbox"/> Commercial development conceptual plan for, showing proposed parking, loading areas, alleys, pedestrian walkways, streets, and points of vehicular ingress/egress to the development	
<input type="checkbox"/> Other information, impact studies, items, or provisions deemed necessary or prudent to create buildable sites and to promote the public health, safety, and welfare as requested by the Village	

Any subdivision plat filed with the village for a tract to be developed as condominium property shall be consistent with the declaration prepared and filed pursuant to Sections [5311.05](#) and [5311.06](#) of the Revised Code. The village shall receive copies of Ohio Revised Code Chapter [5311.01\(M\)](#) "Condominium Instruments" at the time the condominium subdivision plat is filed with the village.

Site Development Plan

Village of Albany, Ohio

FOR OFFICIAL USE ONLY

7. ZONING ADMINISTRATOR REVIEW.

Date Received: _____

(A) Required Information Checklist. *(Check All That Apply to Ensure Code Compliance)*

- | | |
|--|---|
| <input type="checkbox"/> Site Development Plan Application Completed | <input type="checkbox"/> Zoning Variance Application |
| <input type="checkbox"/> Zoning Certificate Application | <input type="checkbox"/> Conditional Use Application |
| <input type="checkbox"/> Building Permit Application | <input type="checkbox"/> Water Tap Application |
| | <input type="checkbox"/> Sanitary Sewer Tap Application |

(B) Site Visit.

Date: _____ Date: _____ Date: _____

NOTES: _____

(C) Village Administrator, review with Village Solicitor for correctness.

Date of Review _____ *(Attach separate notes sheet as needed)*

Village Administrator Signature: _____ Date: _____

8. PLANNING COMMISSION REVIEW.

Date of Public Meeting: _____

Time: _____

- (A) Introduction of project by applicant.
- (B) Comments from Village Administrator.
- (C) Public comments accepted.
- (D) Conclusion of the Commission. *(Attach separate sheet if necessary)*

(E) Planning Commission Recommendation.

_____ Yea Votes _____ Nay Votes _____ Abstained

_____ Site Plan Approved and Modified as below:

_____ Planning Commission Chair Signature _____ Date

_____ Planning Commission Secretary Signature _____ Date