

City of Bellevue Site Plan Checklist

- | | Yes | No | N/A | |
|-----|-----|-----|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | ___ | ___ | ___ | Existing contours and elevations within 50' of proposed lot. (United States Geological Survey Elevations) |
| 2. | ___ | ___ | ___ | Location and elevation of existing storm, sanitary and water line. |
| 3. | ___ | ___ | ___ | Location of existing pavement, curbs, curb cuts, etc. |
| 4. | ___ | ___ | ___ | All lot lines, lot area / calc. square footage. |
| 5. | ___ | ___ | ___ | All structures on proposed site and any within 50' of lot lines. |
| 6. | ___ | ___ | ___ | Name, address of owner and adjacent subplot or parcel numbers. |
| 7. | ___ | ___ | ___ | Name, address of plan preparer. |
| 8. | ___ | ___ | ___ | Footprint of proposed structure. |
| 9. | ___ | ___ | ___ | Parking proposed / existing and handicap.* |
| 10. | ___ | ___ | ___ | Location of Structures from Lot lines, parking, etc. |
| 11. | ___ | ___ | ___ | Floor elevation of all proposed structures; housing, garage, etc. |
| 12. | ___ | ___ | ___ | Parking Lot elevations |
| 13. | ___ | ___ | ___ | Proposed finish grades on Lot. |
| 14. | ___ | ___ | ___ | Storm sewer / calculations/ 5 year storm |
| 15. | ___ | ___ | ___ | Proposed sewer and water connections. |
| 16. | ___ | ___ | ___ | Proposed zoning and existing zoning use. |
| 17. | ___ | ___ | ___ | Existing and proposed fence and / or sign locations and size. |
| 18. | ___ | ___ | ___ | For all commercial, industrial and multi-family site plans, the State of Ohio requires these to be prepared and sealed by a Professional. Ohio Building Code and Ohio Fire Code MUST be followed. |
| 19. | ___ | ___ | ___ | Sidewalks, Hard Surface Parking and all other Code Requirements must be met. |
| 20. | ___ | ___ | ___ | Catch Basin and Sink Hole Details / Location of nearest Fire Hydrant. |
| 21. | ___ | ___ | ___ | Submit accurate and completed Building/Zoning Application & Drawing Form. |

Submit eight (8) sets of site plans, two (2) full set of plans (one sealed set), to the City of Bellevue, by the 5th of the month to be placed on the agenda for the Planning Commission. In an attempt to make the reviewing of projects more effective and efficient, The City of Bellevue Dept. Heads will review the plans the first business day after the 5th and all comments will be forwarded to you to be addressed prior to the Planning Commission Meeting.

*To determine adequate and correct number of required hard surface parking spaces, please include # of full-time equivalent employees on maximum shift, square footage breakdown of existing and proposed structures (i.e. Office area, Manufacturing area, Warehouse area, etc.)

UPON RECEIPT FROM THE STATE, A COPY OF APPROVED PLANS, WITH COMMENTS, MUST BE SUBMITTED TO THE CITY.