

Howland Township Commercial & Industrial Application Requirements Fact Sheet

The following items are required for all new structures and additions to existing buildings

Required Site Plan Data and Architectural/Construction Drawings

Five (5) full-size (24" x 36") and two (2) small-size (11" x 17") copies of the following items must be submitted with five (5) copies of this application in order to be reviewed. *Incomplete applications will delay the review process.* Site inspections will be conducted at the discretion of the Zoning Administrator.

1. A written description of the proposed development that includes:
 - Name and address of the engineer, architect, and/or surveyor.
 - Project description, including the total number of structures, units, bedrooms, offices, total and useable floor area, parking spaces, employees by shift, and similar related project-specific information.
 - Project completion schedule/development phases.
2. Include the following type of chart on all site plans, complete with the appropriate information:

SITE INFORMATION	REQUIRED	PROPOSED (SHOWN)
Zoning District	N/A	C - Commercial
Lot Size (acres & sq. feet)	N/A	1.0 acre (43,560 sq. ft.)
Building Size	MIN 1,200 sq. ft.	5,000 sq. ft.
Parking	1/100 @ 5,000 sq. ft = 50	50
Impervious Surface Coverage (bldg, pvmnt, sdwlks)	MAX 85% of Lot	48.28%
Green Space provided	MIN 15% of Lot	51.72%
Front Building Setback (2 on a corner lot)	80 feet	80 feet
Side Building Setbacks/Direction	N/A (unless abutting RES)	10-foot buffer/west
	N/A (unless abutting RES)	10-foot buffer/east
Rear Building Setback	N/A (unless abutting RES)	30-foot buffer
Front Parking Setback	10 feet	25 feet
Side Parking Setbacks/Direction	N/A (unless abutting RES)	10-foot buffer/west
	N/A (unless abutting RES)	10-foot buffer/east
Rear Parking Setback	N/A (unless abutting RES)	30-foot buffer

3. Include access management calculations and a traffic impact study.
4. Please provide all wetland delineation and mitigation reports and permits if applicable. At a minimum, all sites should have a statement that there are no wetlands on-site that is signed and notarized by a qualified wetland professional.
5. A Storm Water Pollution Prevention Plan (SWP3) shall be prepared with the same essential components and requirements as required by the Ohio Environmental Protection Agency (OEPA). One (1) copy of the SWP3 will be forwarded to the Trumbull Soil & Water Conservation District (TSWCD). **Approval of the SWP3 by the Trumbull SWCD is required prior to the issuance of a Zoning Certificate.**
6. Stormwater management plans, consistent with the requirements of *Home-Rule Resolution 2005-07: Storm Water and Site Development Standards*, shall be submitted with the application. One (1) copy will be forwarded by the Township to the Township Engineer for review and approval. **Approval of the stormwater management plan by the Township Engineer is required prior to the issuance of a Zoning Certificate.** In addition to the URS Site Development Checklist, site plan drawing(s) shall illustrate the following information (plans should be stamped by registered surveyors, engineers, and/or architects):
 - A vicinity map drawn at a scale of 1" = 2,000' with a north arrow, scale, and date of original submittal and last revision indicated.
 - The gross and net acreage of all parcels in the project.
 - Land uses, zoning classifications, and existing structures on the subject parcel and adjoining parcels.

- Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, and monument locations.
 - Existing topographic elevations (two-foot intervals), proposed grades, drainage flow direction, and steep slopes.
 - Location and elevations of existing watercourses and water bodies, including natural and/or man-made surface drainage ways, flood plains, and wetlands.
 - Location of existing and proposed buildings and intended uses thereof, as well as the dimensions, area (total and by floor), and height of each building.
 - Proposed location of accessory structures, buildings, and uses including, but not limited to, dumpster enclosures, all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators, and the method of screening where applicable.
 - Location of existing public and private roads, rights-of-way, and private easements of record.
 - Location and dimensions of proposed streets, drives, curb cuts, and access easements, as well as acceleration, deceleration, and passing lanes (if any) serving the development.
 - Location, design, and dimensions of existing and/or proposed curbing, barrier-free access, carports, parking areas (including indication of all spaces, method of surfacing, striping, and signs related to vehicular traffic control and circulation), fire lanes, and all lighting thereof. I
 - Location, size, and characteristics of all loading and unloading areas.

 - Location and design of all sidewalks, walkways, bicycle paths, and areas for public use.
 - Location of water supply lines and/or wells including fire hydrants and shut-off valves, and the location and design of storm sewers, retention of detention ponds, wastewater lines, clean out locations, connection points, and treatment systems including septic systems, if applicable.
 - Location of all other utilities on the site, including but not limited to natural gas, electric, cable TV, telephone, and steam and any associated easements.
 - Location, size, and specifications of all signs and advertising features.
 - Exterior lighting locations with the area of illumination and foot-candle readings illustrated and the type of fixtures and shielding to be used.
 - Location and specifications for all fences, walls, and other screening features with cross-sections.
 - Location and specifications for all proposed perimeter and internal landscaping, and other buffering features to be shown on plan using architectural symbols with a legend. For each new landscape material, the proposed size (caliper inches) and height at the time of planting AND approximate at the time of maturity must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location, or range of sizes as appropriate. Include any calculations.
 - Location, elevation views, size, and specifications for screening of all trash receptacles and other waste disposal facilities.
 - Location and specifications for any existing or proposed above- or below-ground storage facilities for any chemicals, salts, flammable materials or hazardous materials, as well as any containment structures or clear zones required by government authorities.
 - Identification of significant site amenities, unique natural features, or significant views onto or from the site.
7. Include architectural elevations of the building façades and proposed building materials, drawn to scale. All principal and accessory buildings and structures shall be submitted for review and recommendation, illustrating all front, rear, and side views of each structure. Perspective drawings may also be beneficial to further clarify building height, mass, proportion and roof shape.

If you have any questions, please contact the zoning office at (330) 856-5223 or by email at zoning@howlandtownship.org.