

SHAWNEE TOWNSHIP

APPLICATION FOR SUBDIVISION DEVELOPMENT

PERMIT # _____

APPLICANT NAME: _____ APPLICANTS ADDRESS: _____

CITY / STATE / ZIP: _____ PHONE: _____

E-MAIL ADDRESS: _____

DEEDED OWNER OF DEVELOPMENT: _____

ADDRESS: _____ CITY/STATE/ZIP CODE: _____

PHONE: _____ E-MAIL ADDRESS: _____

DEVELOPER: _____ APPLICANT ADDRESS: _____

CITY / STATE / ZIP CODE: _____ PHONE: _____

E-MAIL ADDRESS: _____

SURVEYOR _____

ADDRESS _____ CITY/STATE/ZIP _____

PHONE: _____ E-MAIL ADDRESS _____

PROPOSED DEVELOPMENT NAME: _____

ALLEN COUNTY TAX ID PARCEL # _____

ADDRESS OF DEVELOPMENT _____ (City/State/Zip)

OVERALL SIZE OF DEVELOPMENT: (ACRES) _____

CURRENT ZONING DESIGNATION: _____ PROPOSED ZONING DESIGNATION: _____

WHAT IS THE EXISTING LAND USE: _____

THIS APPLICATION IS FOR A:

- NEW RESIDENTIAL SUBDIVISION DEVELOPMENT**
- REVISION OF RESIDENTIAL SUBDIVISION DEVELOPMENT**

The purpose of a Residential Development is to promote the general welfare by encouraging the efficient use of land and resources, promoting greater efficiency in providing public and utility services, and encouraging innovation in the planning and building of a development which integrates residential, commercial, industrial, and any other uses. Within a Residential Development, the zoning regulations need not be uniform, but may vary in order to accommodate unified development and to promote the public health, safety, morals, and other purposes of the Shawnee Township Zoning Resolution. No major subdivision or revision of a subdivision development shall be approved unless the plan for that development satisfies the standards of approval established within the zoning resolution.

Overall Development Plans shall require a variety of building designs, it also incorporates the preservation of trees, groves, waterways, scenic and historic points, and provides natural beauty to the community.

The site shall not be less than ten-(10) acres when more than one land use is proposed. When only one land use is proposed, smaller parcels of land may be considered by the Zoning Commission on the basis of the developer’s potential to satisfy the intent of the zoning regulations concerning a Major Subdivision Development, R-PUD, or SP-PUD. The land proposed to be developed must be compatible with surrounding land use.

I. GENERAL PROVISIONS:

- a. The owner or owners of any tract of land shall submit to the Zoning Commission a plan for the use and development of the entire tract of land for residential and allied purposes. The Overall Development Plan or "ODP" shall be studied and presented before a public hearing by the Zoning Commission. Notice and publication of such public hearings shall conform to the procedures prescribed for hearings on the changes and amendments. If the Zoning Commission approves the plans, they shall be submitted to the Trustees for review and consideration for future action.
- b. The approval and recommendations of the Zoning Commission shall be predicated upon a report, filed by the applicant, which documents the rationale and contains the specific evidence and facts showing that the proposed R- PUD project meets with the following conditions:
 1. The proposed development plan shall specifically document the purpose of the development and the intended use of the land in an overall pattern of buildings, greenery, parking and amenities;
 2. The proposed development plan shall provide satisfactory documentation that the property adjacent to the area included in the plan will not be adversely affected;
 3. The proposed development plan shall document all ownership and maintenance agreements to include any common areas, streets, swimming pools, lakes/ponds, golf courses, etc.;
 4. The proposed development plan shall demonstrate compatibility with the uses permitted in the district in which the development is proposed to be located; and,
 5. The proposed development plan shall document the maximum density and intensity of land uses within the proposed district in order to identify the parameters of all pertinent design criteria requirements.
- c. Developments shall adhere to the Allen County Storm Water & Sediment Control Regulations (SWSCR) and Township Storm Water Management Plans (SWMP) as applicable.
- d. The configuration of lots, public roads and private drives/service roads shall be coordinated with the Allen County Subdivision Regulations and Access Management Regulations as applicable.
- e. A zoning certificate may be issued, even though the use of land, the location and height of buildings to be erected in the area and the yards and open space contemplated by the plan do not conform in all respects to the standard district regulations.
- f. There shall be such provisions made by the developer for the ownership and maintenance of the common space and the governance of matters of mutual concern through a Property Owners Association (may be the sole owner).

II. APPLICATION REQUIREMENTS:

In addition to any other information required by these regulations, applications for a Subdivision Development shall include the following and shall be submitted to the Zoning Commission for approval:

- a. An accurate description and survey boundaries shall be performed and so signed and sealed by a registered surveyor.
- b. Names and addresses of all adjacent property owners.
- c. Site Plan: Showing proposed uses and dimensions (Length and Width) of area.
- d. Preliminary Drawings: Showing dimensions (length, width, height, and square feet), design, location, and set back distances of all structures.
- e. A statement as to the estimated extent of increased use of existing public facilities: i.e. water system, sewer system, drainage system, schools, traffic, police and fire protection; and proposed improvement of these facilities.
- f. A full set of performance standards must be submitted with the application for the assure protection of the natural features of the area.
- g. Submittal of agreements for maintenance of all common areas.
- h. Submittal of Easements of Access to community facilities and open space is adequately documented.
- i. All items concerning the proposed development shall be submitted to the Zoning Commission who will send them to the appropriate authorities for their review and recommendations.
- j. Each plan proposal will require that the specifications for the widths, and surfacing of streets and highways, alleys, and ways for public utilities, for curbs, gutters, grounds, storm water drainage, water supply and distribution, sanitary sewers and sewage collection and treatment shall conform to existing subdivision regulations.

III. AREA AND BULK REQUIREMENTS:

- a. No building shall exceed thirty-five (35) feet in height or exceed three-(3) stories in height unless specifically approved by the Zoning Commission.
- b. Permitted uses and development standards shall be established at the time of rezoning the property and must be identified as the conditions upon which the district is approved. Any development standards not explicitly addressed shall conform to standard district regulations concerning any minimum lot areas, minimum lot area per family unit, minimum lot width, minimum lot front line, and lot size capable of sustaining a dwelling a minimum of 1300 square feet in size.

- c. Any use not so designated shall be prohibited unless it is determined to be substantially similar to the approved uses and is in character with the proposed development.
- d. The Zoning Commission may approve additional criteria or uses prior to the final approval of the development plan.

IV. SPECIFIC DESIGN CRITERIA FOR RESIDENTIAL DEVELOPMENT:

- a. Shall be a minimum of ten (10) acres in size, provided however that smaller parcels may be considered by the Zoning Commission on the basis of their potential to satisfy the objectives of this Article.
- b. Shall have an area designated as common open space design that reflects a minimum of twenty percent (20%) of the tract to be developed.
- c. Shall utilize a landscaping and buffering plan per the requirements of this document as identified elsewhere in the zoning resolution. The landscaping and any required buffering shall be designed by landscape architect in order to achieve the necessary aesthetic balance between the PUD and the surrounding area.
- d. Shall provide sufficient parking to accommodate the demands of its residential and any ancillary uses as indicated elsewhere in this document.
- e. Shall provide two (2) off-street parking area for each residence.
- f. Shall establish suitable evergreen landscaping as a buffer for all off-street parking areas.
- g. Garages with their doors parallel to the street shall be set back at least twenty-one (21) feet from the back edge of the sidewalk. This to allow for off-street parking in front of the garage or carport without obstructing the sidewalk. If no sidewalk is required, the set back distance from the garage door to back of curb or edge of pavement shall be a minimum of twenty-five-(25) feet. Each residential unit shall have two-(2) off street parking spaces, measuring ten-(10) feet by twenty-(20) feet, in addition to any garage or carport.
- h. All building set back distances shall be clearly outlined and described in the overall development plan. The primary structure and any additional accessory structure(s) set back distance shall be measured from center of roadway or private drive to front of structure. In addition the side and rear set back distances shall be measured from the property lot lines. If multi-dwellings exist within an acreage, set back distances shall be identified from closest property lines.

V. ANCILLARY & STRUCTURAL DESIGN CRITERIA FOR A SUBDIVISION DEVELOPMENT:

- a. Residential developments are expected to incorporate various ancillary uses and structures in their design.
- b. The design and construction of publicly dedicated streets shall be coordinated with the Allen County Subdivision Regulations and Access Management Regulations. In order to adequately address the Allen County Access Management Regulations, the design of private drives or internal service roads such as in condominiums shall be presented to the Allen County Engineer for review.
- c. Overall development plan shall conform to Allen County Sanitary Engineer, Allen County Roadway, Allen County Drainage Engineer, Lima/Allen Health Department, Lima/Allen County Water District, Allen Soil/Water Conservation District, Lima/Allen County Regional Planning Commission, and other stakeholder development regulations. Approvals are required by Shawnee Township Zoning Commission, Shawnee Township Board of Trustees, Lima/Allen County Regional Planning Commission, and Allen County Commissioners.
- c. In order to adequately address the Allen County Access Management Regulations, all R-PUD ODPs shall address the following driveway and sight visibility standards:
 1. All roads/drives shall be designed to meet the minimum intersection sight distances as established by the Ohio Department of Transportation's (ODOT's) Location and Design (L&D) Manual sections on Intersection Sight Distance (ISD), Vertical ISD and Horizontal ISD. These sight distances are to be shown on the proposed plan. If it is determined in an approved Traffic Impact Study for the development or by an engineer designing the driveway that it is not feasible to obtain those required intersection sight distances, then the driveway shall be designed to meet the preferred safe stopping distances provided for in the ODOT L&D Manual. All such exceptions are subject to the approval of the Allen County Engineer.
 2. Two (2) access points are required for developments with twenty-four (24) or more dwelling units to ensure adequate fire protection and access for emergency medical services.
 3. All development road/drive centerline angles should be designed as close as possible to ninety (90) degrees. In no case shall the driveway be less than seventy-five (75) degrees.
 4. All multi-family, condominium, manufactured home or mobile home park developments shall be designed so as vehicles are traveling in a forward motion when entering or leaving.
 5. All roads/drives must provide for and maintain a sight visibility triangle as illustrated in the Shawnee Township Zoning Resolution, in Illustration J.
 6. Structures, landscape plantings, fences or signs other than roadway signs are not permitted in this area. The design review process of the ODP may permit the placement of objects in the required sight visibility triangle area provided that they do not project into the clear vertical space between the height of thirty (30) inches and ten (10) feet as measured from the pavement.
 7. Maximum driveway width shall be thirty-six (36) feet as measured from the right-of-way line. For curbed driveways this width is measured from the back of the curb. Maximum driveway lane width shall be twelve (12) feet.

- 8. All curbs and sidewalks shall conform to most current ADA requirements concerning locations, widths, access points, etc.
- d. A lighting plan in order to provide the level of illumination necessary for adequate, safe and efficient movement of vehicles and persons without affecting neighboring properties. The lighting plan shall be designed by a licensed electrical engineer in order to achieve the necessary aesthetic balance between the PUD and the surrounding area. The following standards shall be met:
 - 1. All vehicular use and pedestrian pathways shall not drop below 0.5 foot candles. For design purposes the Light Loss Factor (LLF) shall be calculated using the Illuminating Engineering Society of North America (IESNA) latest standards.
 - 3. Light originating at a site shall not be permitted ten (10) feet beyond the perimeter of the site.
 - 4. All outdoor lighting shall be designed as to minimize light trespass and the impact of glare on all surrounding properties and public right-of-ways.
 - 5. All exterior lighting shall be demonstrated on the plan submittal.

VI. ADDITIONAL INFORMATION: _____

VII. RIGHT TO INSPECTION: I, _____ (Owner and /or Developer) Do hereby authorize the Shawnee Township Zoning Inspector, Board of Trustees of Shawnee Township, Member of the Shawnee Township Zoning Commission, Shawnee Township Roadway Superintendent, Shawnee Township Police Chief and Shawnee Township Fire Chief and or their designated agents the authorization to conduct site inspections of this Residential Development during any and all construction phases.

SIGNATURE: _____ **DATE:** _____

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND IN CONFORMANCE WITH SHAWNEE TOWNSHIP ZONING REGULATIONS.

 SIGNATURE OF APPLICANT

 DATE

CHECK OFF SHEET:

- COMPLETED APPLICATION FOR RESIDENTIAL DEVELOPMENT OR REVISION TO RESIDENTIAL DEVELOPMENT.**
- RECEIPT FOR FEES PAID TO SHAWNEE TOWNSHIP - \$750.00 FOR NEW DEVELOPMENT / \$250.00 FOR REVISION OF DEVELOPMENT. (Copy of Check and Receipt)**
- 2-COPIES OF OVERALL DEVELOPMENT PLAN (ONE HARD COPY AND ONE PDF ELECTRONIC FORMAT) TO INCLUDE SITE PLAN, SANITARY PLAN, WATER PLAN, DRAINAGE PLAN, SOIL EROSION PREVENTION PLAN, ROADWAY DEVELOPMENT, CURB PLAN, LIGHTING PLAN, LANDSCAPING PLAN, SIDEWALKS (ADA COMPLIANT), PARKING AREAS, AND ANY OTHER INFORMATION.**
- LEGAL DESCRIPTION OF PROPERTY**
- SURVEY OF AREA**
- DEED LEGAL DESCRIPTION**
- DEED RESTRICTIONS APPLICABLE TO THIS P.U.D.**
- LIST OF ALL ADJACENT PROPERTY OWNERS, TO INCLUDE NAME, ADDRESS, CITY/STATE/ZIP, AND ALLEN COUNTY AUDITORS OFFICE PARCEL No.**
- DEVELOPMENT PERFORMANCE STANDARDS NARRATIVE (MUST BE INCLUDED)**

- **GENERAL DESCRIPTION OF THE P.U.D.**
 - Overall description of the what the development is and who it serves?
 - What type of dwellings will this site have? Example single or multi-family homes, condos or apartments, etc?
 - How many acres is the overall site, and how many acers is the proposed revised site?
 - Will this be a Single Phase Project or Multi-Phase Development? When would Phase I for example be completed, or Phase II to be completed on/about, etc.
 - Will there be a Home Owner Association? What is the structure of the HOA, how is it structured and organized.
 - What Declarations does the Developer prepare?
 - What streets are maintained by the Community and what streets are maintained by Shawnee Township?
 - What easements are identified and dedicated for public maintenance of the waterlines, and sanitary sewers.
 - Who is responsible for storm sewers and maintenance upkeep?
 - Does this development meet Allen County Subdivision Regulations? Statement notating this fact from developer or a list of variances needed to obtain approvals.
- **BUILDINGS**
 - What type of units are in this development? Single, Multi, Townhouse, etc.
 - What is the minimum square footage and maximum square footage of the units or homes.
 - There will be variations to floorplan design, but will each have a basic theme of brick, stone, siding, roofs, shutters, all being same material to maintain aesthetics of the community? Is there an Architectural Review Committee?
 - What is the proposed density per acre?
 - How much (Percentage) area is identified as “common open space”?
 - Any current or proposed ponds? Any ponds used for storm water retention or detention?
 - Can owners purchase multiple lots and merge to one-single lot? How is this process handled?
 - What are the owners responsible for? Example is outside mowing and snow removal handled by association?
- **LANDSCAPING**
 - What type of buffering is used for surrounding and adjacent properties?
 - Type of tree planting?
 - Type of landscaping theme?
- **DRAINAGE**
 - Storm water from buildings will flow how? Example from downspouts directing water to street and to storm sewer or will they be tied in, and diverted to a storm water catch basin?
 - Does this drainage plan meet Allen County Storm Water Management regulations?
- **STREETS AND UTILITIES**
 - Streets are private or maintained by Township?
 - Who maintains the streets if private?
 - How wide are the streets?
 - If off street parking is available is there room for vehicles on both side or street to get emergency vehicles through? Will off street parking be on one side of street?
 - Do Cul-de-Sac’s meet turn radius for fire apparatus?
 - Curbs? Do they meet Allen Co. Subdivision Regulations?
 - How is street storm water drainage handled?
 - How many driveways per unit? How many off street parking spaces are available?
 - Any community areas and additional parking lots?
 - Garages are how large? Able to accommodate single, two or multi vehicles?
 - Sidewalks? Identified on Overall Development Plan? Are they ADA Compliant with latest regulations for hearing and sight impaired?
 - Lighting? Location of lighting identified. Example light post placed in front of each unit? Located on corners?
 - Street Signs and House Numbers clearly identified. Will street signs provided and maintained by association? All home addresses clearly identifiable for emergency services?
 - What public utilities are served? AEP Power, Sprint, Spectrum?
 - Are Sanitary and Water lines available? Where do they connect to, i.e. 12 inch line from adjacent street. (Shawnee Twp. Fire Insp. Can assist on this).
 - Fire Hydrants available and locations outlined on development plan?
 - How many entrances in and out of the development?
 - Is there a storm water outlet and where does overflow drain to?
 - Electric, Phone, Cable, Gas, will lines be above or below ground?
 - Any other pertinent information concerning the development.

□ **DEVELOPMENT ENGINEERS NARRATIVE**

○ **LETTER ON AVAILABLITY OF UTILITIES FROM ENGINEER**

- Sanitary Sewer – Allen County Sanitary Engineers
- Water – City of Lima, Allen Water District
- Storm Sewer -Allen County Drainage Engineer
- Private Utilities – Gas, Electric, Cable, Phone

□ **SHAWNEE LOCAL SCHOOLS – LETTER CONCERNING IMPACT OF THIS P.U.D OR P.U.D. EXPANSION TO THE SCHOOL DISTRICT OR SERVICES PROVIDED.**

- SHAWNEE TOWNSHIP POLICE DEPARTMENT – LETTER FROM POLICE CHIEF ON ANY ISSUES OR CONCERNS WITH THE OVERALL DEVELOPMENT PLAN.**
- SHAWNEE TOWNSHIP FIRE DEPARTMENT – LETTER FROM FIRE CHIEF ON ANY ISSUES OR CONCERNS WITH THE OVERLALL DEVELOPMENT PLAN.**
- ALLEN COUNTY SANITARY ENGINEER – LETTER FROM SANITARY ENGINEER ON ANY ISSUES OR CONCERNS WITH THE OVERALL DEVELOPMENT PLAN.**
- ALLEN COUNTY DRAINAGE ENGINEER – LETTER FROM DRAINAGE ENGINEER ON ANY ISSUES OR CONCENS WITH OVERALL DEVELOPMENT PLAN.**
- TRAFFIC IMPACT ANALYSIS (IF DETERMINED TO BE REQUIRED).**
- DRAWING OF OVERALL VIEW OF THE AREA, SHOWING AREA, STREETS, HOUSE LOCATIONS, LOT NUMBERS, SIDEWALKS, PONDS, ACCESS DRIVES, LIGHTING AREAS, ETC.**
- DRAWING OF STRUCTURES: SHOWING FRONT, SIDE AND REAR VIEWS, ROOF LINES, AND PORCH/PATIO AREA.**