



City of Aurora, Ohio – Planning, Zoning & Building Division

129 W. Pioneer Trail, Aurora, OH 44202

Phone: 330.562.9564 Fax: 330.562.9719 www.auroraoh.com

PLANNING COMMISSION EXTENSION APPLICATION

Extension of review time for action on a final plat

I _____, hereby agree to an extension of up to 120 days for the review and action on the Final Plat of the _____ subdivision by the City of Aurora Planning Commission.

Under state law, I have a right to have my application approved or denied within 30 days of submittal of the same, however, I agree to be bound by the City of Aurora Codified Ordinances.

Pursuant to the City of Aurora Codified Ordinance Section 1105.03(e), my application shall be approved or denied within 120 days of submission in order to ensure that all codes, regulations, and laws are adhered to, and that any issues during the development process can be thoroughly reviewed and resolved with the city prior to approval.

Owner or Authorized Representative

Date

-----FOR OFFICIAL USE ONLY-----

APPLICATION NO: _____

DATE PRELIMINARY PLAN RECEIVED: _____



SUBDIVISION APPLICATION SUBMITTALS

Complete Application Required – All drawings and other information submitted for the purpose of obtaining the approval of a subdivision shall be clearly drawn and written to illustrate or describe the proposals in a manner satisfactory to the reviewing officials to ascertain and document compliance of the proposals with all provisions of these Regulations, of the Zoning Code, of the Engineering Construction Standards, and of all other applicable regulations.

All drawings, including distribution copies, reproducible originals or copies, and digital copies, shall be prepared using approved materials and software as required by the Engineering Construction Standards.

All drawings and other information submitted shall be prepared by a person licensed or otherwise certified or qualified to prepare such drawings and other information as determined by the reviewing officials. Survey documents and improvement plans shall be prepared by professionals licensed as required by the Ohio Revised Code.

Planning Commission Procedure – Applications to Planning Commission generally are reviewed through a two-step process: the preliminary site plan and the final site plan submittals. Specific Requirements of preliminary and final site plan requirements can be found in Section 1107 of the Aurora Codified Ordinances.

To submit a project to Planning Commission:

1. One (1) complete set of full-size paper drawings
 - a. Any accompanying reports, site plans, or other documents required. Examples: Stormwater Management Plan, Traffic Studies, Plats, SWP3, State or Federal Permits, Landscape Plan, Lighting Plan, etc.
2. 11 sets of 11 x 17 drawings for packets.
3. A fee will be due to apply. See attached.
4. Email digital plans to the following group:
 - lawriem@auroraoh.com
 - engineering@auroraoh.com
 - januskad@auroraoh.com

You must receive **email confirmation** from one of the above recipients for your project to be considered as submitted. By submitting your Planning Commission application and other documents, you will automatically be added to the upcoming Planning Commission agenda to be accepted for study.

Fees:

Fees shall be paid in full at the time of application or other submittal and shall be considered a requirement for a complete and actionable application or submittal. Fees are hereby established as follows:

Conceptual/Development Plan		\$250.00
Minor Subdivision		\$250
Major Subdivision	Preliminary	\$750
	Final	\$1500

To submit a project for Architectural Board of Review:

The Architectural Board of Review meets on the fourth Thursday of every month at 6:00 PM. Projects must be submitted 14 days (Thursday by noon) prior to the next scheduled meeting.

1. Have your architect fill out the appropriate application and print 3 sets of full-size, paper building plans.
2. The fee to apply for the building permit is on the application.
3. Submit 7 sets of 11 x 17 drawings for the packet.
4. Email digital plans to the following group:

lawriem@auroraoh.com
gruttadauriac@auroraoh.com
davism@auroraoh.com

By submitting your building plans, you will automatically be added to the upcoming ABR agenda.

To submit a project for Board of Zoning Appeals:

The Board of Zoning Appeals meets on the second Wednesday of every month at 6:30 PM. The application must be submitted 16 days prior the next scheduled meeting.

After submittal of your building plans, the project will be reviewed for zoning compliance. If the zoning could not be approved you have the right to appeal the decision by applying to the Board of Zoning Appeals. You will be contacted directly if the project does not pass zoning.

1. Have your architect fill out the Board of Zoning Appeals Application
2. The fee to apply to the Board of Zoning Appeals is \$100.00.
3. Submit 10 sets of 11 x 17 drawings for the packet
4. Submit a narrative explaining to the BZA why the variance is necessary for the project
5. Submit the entire package, with payment directly

By submitting your building plans, you will automatically be added to the upcoming BZA agenda.

MAJOR SUBDIVISION - PRELIMINARY APPLICATION CHECKLIST

Complete Application Required

All drawings and other information submitted for the purpose of obtaining the approval of a subdivision shall be clearly drawn and written to illustrate or describe the proposals in a manner satisfactory to the reviewing officials to ascertain and document compliance of the proposals with all provisions of these Regulations, of the Zoning Code, of the Engineering Construction Standards, and of all other applicable regulations.

All drawings, including distribution copies, reproducible originals or copies, and digital copies, shall be prepared using approved materials and software as required by the Engineering Construction Standards.

All drawings and other information submitted shall be prepared by a person licensed or otherwise certified or qualified to prepare such drawings and other information as determined by the reviewing officials. Survey documents and improvement plans shall be prepared by professionals licensed as required by the Ohio Revised Code.

DATE REC'D _____ APPLICATION # _____

APPLICANT NAME: _____

LOCATION: _____

NUMBER OF LOTS: _____ TOTAL AREA: _____ ZONING: _____

<u>Conforms</u>	<u>Does Not Conform</u>	<u>Not Applicable</u>	<u>Item</u>	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>APPLICATION</u> Application completed with certificate of ownership or authorization property owner; title and certificates
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>MAJOR SUBDIVISION PRELIMINARY PLAT</u> Plat by registered surveyor at scale of 1" = 100 ft., no larger than 24" x 36"
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property identification and location information per Section 1107.3(b)(1)
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing conditions information per Section 1107.03(b)(2)
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed project information per Section 1107.03(b)(3)
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum building setback lines per Section 1155.02
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivisions in phases - describe intended phases and show on preliminary plat. The applicant shall further indicate in writing that he is aware of and subject to Section 1105.04(a)
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drawing for balance of subdivided lot(s). The intended or potential future use of the remainder area shall be shown in conformance with the applicable regulations of the city.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic studies as required by Section 1116 .

I have reviewed the above requirements and verify the information submitted satisfies all requirements above:

Qualified Preparer: _____
Name
Signature
Date

MAJOR SUBDIVISION - FINAL APPLICATION CHECKLIST

Complete Application Required

All drawings and other information submitted for the purpose of obtaining the approval of a subdivision shall be clearly drawn and written to illustrate or describe the proposals in a manner satisfactory to the reviewing officials to ascertain and document compliance of the proposals with all provisions of these Regulations, of the Zoning Code, of the Engineering Construction Standards, and of all other applicable regulations.

All drawings, including distribution copies, reproducible originals or copies, and digital copies, shall be prepared using approved materials and software as required by the Engineering Construction Standards.

All drawings and other information submitted shall be prepared by a person licensed or otherwise certified or qualified to prepare such drawings and other information as determined by the reviewing officials. Survey documents and improvement plans shall be prepared by professionals licensed as required by the Ohio Revised Code.

DATE REC'D _____ APPLICATION # _____

APPLICANT NAME: _____

LOCATION: _____

NUMBER OF LOTS: _____ TOTAL AREA: _____ ZONING: _____

<u>Conforms</u>	<u>Does Not Conform</u>	<u>Not Applicable</u>	<u>Item</u>
			<u>APPLICATION</u>
1.	<input type="checkbox"/>	<input type="checkbox"/>	Application completed with certificate of ownership; title and certificates
			<u>MAJOR SUBDIVISION FINAL PLAT</u>
2.	<input type="checkbox"/>	<input type="checkbox"/>	Final plat prepared by a registered surveyor and completed application per Section 1107 ,
3.	<input type="checkbox"/>	<input type="checkbox"/>	Control points to which all dimensions, angles and bearings are to be referred and the nearest established road line, section line or other established point,
4.	<input type="checkbox"/>	<input type="checkbox"/>	Restrictions, line and boundaries, center lines and right-of-way, easements and other rights-of-way; watercourses, streams, shorelines; corporation lines; topography and property lines, radii, arcs, chords and tangents of all curves, bearings or deflection angles, the locations, dimensions, and categories of Category II and III wetlands, wetland and riparian setbacks per Section,
5.	<input type="checkbox"/>	<input type="checkbox"/>	Approvals, as needed, from the US Army Corps of Engineers, Ohio EPA, Ohio DOT,
6.	<input type="checkbox"/>	<input type="checkbox"/>	Improvement plans and specifications per Section 1107.05 ,
7.	<input type="checkbox"/>	<input type="checkbox"/>	Development agreement per Section 1107.06 ,
8.	<input type="checkbox"/>	<input type="checkbox"/>	Legal documents: easements, protective covenants, title to public rights- of-way and easements,
9.	<input type="checkbox"/>	<input type="checkbox"/>	Performance guarantee per Section 1107.07 ,

	<u>Conforms</u>	<u>Does Not Conform</u>	<u>Not Applicable</u>	<u>Item</u>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm Water Maintenance Agreement per Section 1107.08,
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indemnity Insurance per Section 1107.09,
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain evaluation as required and subject to Chapter 1341 "Special Purpose Flood Damage Reduction Regulations" of the Aurora Codified Ordinances.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm water calculations and detailed design plans as required by Chapter 1175
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision grading plan including all information as required to demonstrate compliance with the provisions of Chapter 1113
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design of all rights-of-way and easements and design, furnish, and install improvements as required by the improvement plans in Chapter 1109
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A traffic study as required by Chapter 1116
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion and Sediment control as required by Chapter 1173

I have reviewed the above requirements and verify the information submitted satisfies all requirements above:

Qualified Preparer: _____
Name
Signature
Date