



**Christ Community Chapel
Submittal Checklist
City of Hudson Planning Commission Application**

Core Submittal Requirements	Comments
1 A complete application form provided by the Community Development Department, copies of the plan or plat as required, and the required fee as established by City Council.	Conditional Use and Major Development Applications submitted.
2 Name of Development or Subdivision; names of adjacent subdivisions.	Included on Deibel's Survey
3 Name and address, including telephone number of legal owner or agent of property, and citation of last instrument conveying title to each parcel of property involved in the current proposal, giving grantor, grantee, date, and land records reference.	Warranty Deeds provided with associated Legal Descriptions
4 All existing subdivision plat notes, deed restrictions and/or restrictive covenants registered on the subject parcel.	Included on Deibel's Survey
5 Name and address, including telephone number, fax number and/or e-mail address of the professional person(s) responsible for site or subdivision design, for the design of public improvements, and for surveys.	Refer to Civil Plans, Architectural Plans, and Survey.
6 Name and address of adjoining property owners from the latest assessment rolls within five hundred (500) feet of any perimeter property line of the site or subdivision.	Refer to parcel area exhibit.
7 A vicinity map, locating the subject property and showing streets and other general development of the surrounding area.	Refer to Civil Plans.
8 A drawing of the subject property at the required scale, with north arrow and date. This will include the location of the property by municipality and parcel number according to County real estate records. All plans and plan revisions shall be dated: month, day, year.	Refer to Civil Plans.
9 The approximate location, dimensions, and areas of all proposed or existing lots. A statement of the proposed use of the building sites or lots. Include the existing land use of the site and adjacent land, and location of existing buildings within 200 feet of the property line of the site or subdivision. Where applicable, list of lots, blocks, parcels and applicable acreages.	Refer to parcel area exhibit.
10 The approximate location, dimensions, and area of all parcels of land proposed to be set aside for open space, park or other public use, or for the use of property owners in the proposed development.	Refer to Civil Plans.
11 Location of property lines, existing easements and other restrictions, railroad rights-of-way, watercourses, wetlands, other natural features such as steep slope, rock out croppings and existing wooded areas. Also indicate limits of 100 year flood boundaries as defined by the Flood Insurance Rate Maps (FIRM) of the U.S. Department of Housing and Urban Development. (Available for review at the Community Development Department).	Included on Deibel's Survey
12 Tree and Vegetation Plan and Landscaping/Bufferyard Plan. (see following submittal requirements list).	Refer to Lansdcape/Bufferyard Plans.
13 Location, width, and names of all existing streets within or immediately adjacent to the property.	Included on Deibel's Survey
14 The approximate location and widths of proposed streets, and easements.	N/A - No proposed streets or easements.

15	Location, sizes, elevations and slopes of existing sewers, water mains, storm drains, fire hydrants, culverts, gas, electric and telephone lines and other underground structures within the tract and immediately adjacent thereto; existing utility poles on or immediately adjacent to the site and utility rights-of-way.	Included on Deibel's Survey
16	Preliminary proposals for connection with existing water supply and sanitary sewage systems, preliminary provisions for storm water management; plans shall show the relationship with existing utility capacities.	Refer to Civil Plans.
17	Location of all existing oil and gas wells, easements, tank batteries, flow and sale lines, ingress and egress roads, and other activities usually associated with such oil and gas extraction within five hundred (500) feet of the site or subdivision boundaries.	N/A - None existing.
18	A map of existing topography.	Refer to parcel area exhibit.
19	Zoning classifications and district boundaries applicable to the site or subdivision and surrounding property.	Refer to parcel area exhibit.
20	Demonstration of compliance with the requirements of this Land Development Code on any plans or proposals submitted. Provide check list of all materials submitted with dates of submission.	Please refer to the submitted Statement of Compliance.
21	Anticipated impact on traffic levels and off-site circulation system. Traffic impact study demonstrating peak hour level of service pre-development and post-development and any recommended mitigation. Traffic impact studies shall be in accordance with the Hudson Guideline Manual for the "Preparation of a Traffic Impact Study." See Section 1207.13 Transportation, Circulation and Pedestrian Linkage.	Refer to Trip Generation Letter.
22	Anticipated phases of development and timing. A development schedule shall indicate the approximate date when construction of the project or stages of the same can be expected to be completed, including the proposed phasing of construction of public improvements and recreational and common space areas.	Preliminary construction schedule provided
23	Sketch Plan or Site Specific Development Plan shall include the following information:	Refer to Civil Plans.
	a. Uses proposed;	Refer to Civil Plans.
	b. Intensity or density of uses proposed;	Refer to Civil Plans.
	c. Location of public and private open space;	Refer to Civil Plans.
	d. Location of existing and proposed buildings on the site;	Refer to Civil Plans.
	e. Road, street, and pedestrian networks proposed.	Refer to Civil Plans.
24	Anything that is digitally produced submitted in a format acceptable to the City.	Electronic submittal
25	Storm Water Pollution Prevention Plan.	Refer to Civil Plans and SWPPP Booklet.
26	Current deed.	Warranty Deeds provided with associated Legal Descriptions
27	Written authorization of all owners on deed.	Warranty Deeds provided with associated Legal Descriptions
28	Any special natural area or environmental study or report as requested by the Planning Director.	Natural Resources Report provided.
29	All existing subdivision plat notes, deed restrictions and/or restrictive covenants registered on the subject parcel.	Refer to Survey by Deibel.
30	Subject property is staked at time of application (property boundaries, building envelope, limits of disturbance, parking areas).	Staking completed. Refer to attached staking exhibit provided by Deibel.

31	Record and application for an approval status of all necessary permits from state and county officials.	Upon submission to the Planning Commission for the Office Addition, CESO will apply to the County's Department of Sanitary Sewer Services, the Ohio EPA for a Notice of Intent under the NPDES General Permit, Summit County Soil and Water Conservation District, and the Ohio EPA for a PTI for the lift station addition for the restrooms and a PTI for the Office Addition. Please refer to CESO's Permit Letter of Intent. Please also see attached documentation indicating SHD's submission for the project to the Summit County Building Department.
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Conditional Use Application

6	A development plan of the entire property being considered, drawn to a scale of not more than one (1) inch equals one hundred (100) feet, and showing the proposed site/building/sign plans.	Refer to Civil Plans.
7	Statement of compliance with all required conditions as set forth in Section 1203.05 of Land Development Code.	Please refer to the submitted Statement of Compliance.
8	Affidavit of applicant, which establishes ownership and that the information being provided is correct.	Affidavit of Applicant provided
9	Any other information deemed necessary by the City to make a fully informed and deliberate decision on the conditional use application.	None specified.
10	8½ x 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.	Reduced PDF documents provided.

Site Plan Review (Other than Minor Development)

32	A drawing of the subject property at a scale not less than one (1) inch equals one hundred (100) feet, on sheets no larger than thirty (30) inches by forty-two (42) inches.	Refer to Civil Plans.
33	Legal description of the property.	Warranty Deeds provided with associated Legal Descriptions and also indicated on survey
34	Indication of building envelopes and proposed limits of clearing.	Refer to Civil Plans.
35	Approximate square footage and approximate dimensions of each lot and the total acreage of the subject property.	Refer to Survey by Deibel.
36	Site/building plan(s) shall include the following:	See below.
	a. Location of every existing and proposed building with the number of floors and gross floor area.	Refer to Civil Plans.
	b. For multi-family residential developments, a statement of the average project density as well as the maximum density per acre in the project must be provided.	N/A
	c. All modifications, changes, or additions to existing building(s) and structure(s) including floor area, heights, and setbacks.	Refer to Civil Plans for setbacks. Refer to Architectural Plans for floor area and building heights.
	d. Location and type of all proposed uses including approximate number of acres, gross floor area, and height as well as the approximate area of any proposed open space including the location of any proposed recreational amenities.	Refer to Civil Plans for acreage and open space. Refer to Architectural Plans for floor area, height, and uses.
	e. Location of all proposed pedestrian walkways.	Refer to Civil Plans.
	f. Location and type of buffering proposed between single family residential, multi-family residential, and non-residential uses.	Refer to proposed Landscape Plans.
	g. A description of the location and screening of waste facilities, loading facilities and other service structures.	No loading facilities or waste facilities are included with Field Addition project.

37	A map of existing topography plotted in at least two (2) foot intervals. Identification of the environmental features of the site including soil types, wetland areas, and wetland related vegetation; surficial and subsurficial geologic formations; and any other significant natural features. The City has a copy of the report containing the Index of Ecological Integrity Scores and applicant shall confer with Community Development staff prior to submitting application, to see which IEI elements should be included in the application.	Refer to Civil Plans.
38	The location and size of existing wells, and septic tanks.	N/A - Refer to ALTA survey.
39	Sign plan.	There is one proposed sign in this scope. It is called out on the floor plan and also labeled and dimensioned on the exterior elevations.
40	Either a copy of the notice of intent (NOI) application, or a statement that a notice of intent to file for a permit demonstrating compliance with National Pollution Discharge Elimination System (NPDES) will be sought.	Notice of Intent to submit for coverage under the NPDES General Permit to be submitted ahead of application. Proof of submission to be provided with application.
41	Demonstrated compliance with the U.S. Army Corps of Engineer and Ohio EPA approvals for any activities disturbing wetland areas, including copies of permits.	N/A - No Wetlands to be Disturbed
42	Submittal of Improvement Plan(s) (See submittal requirements above).	Refer to Civil Plans and Architectural Plans.
43	Performance bond(s) for required improvements.	Bonding Letter Provided
	In tabular form, indicate the following information concerning the site: total area of site, total impervious cover, percentage of site covered by impervious cover, total building coverage, floor area to lot area ratio, gross flow area, % total area of undisturbed land with a breakdown by use.	Refer to provided Site Information spreadsheet and Civil and Architectural plans.
	In tabular form indicate the following information for each building: proposed use and square footage for each use within each structure on the site, number of stories, actual height, finished floor elevation, foundation type, and total square footage for building and for each floor.	Refer to provided Site Information spreadsheet and Civil and Architectural plans.
	Bonding Letter Provided by the Contractor	Bonding Letter Provided
	Stamped Engineer Cost Estimate	Refer to Opinion of Probable Cost.
44	Distances between buildings.	Refer to Overall Site Plan.
45	8½ × 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.	Refer to reduced PDFs.
46	Location of external transformers or other equipment and detail of proposed screening.	No transformers as part of Field Addition
47	Finished floor elevation of the ground floor and entrances to all buildings.	Refer to Civil Plans and Architectural Plans.

Landscaping/Bufferyard Plan

	Plans must be at a reasonable scale to indicate all types of proposed landscaping improvements at a minimum of 1 inch = 20 feet and shall include the following information:	Refer to Landscape Plan.
1	North arrow and scale.	Refer to Landscape Plan.
2	The name of applicant/owner.	Refer to Landscape Plan.
3	The dates the plans are submitted or revised.	Refer to Landscape Plan.
4	All existing and proposed buildings and other structures, paved areas, planted areas, utility poles, fire hydrants, light standards, signs, retaining walls, screens, fences, and other permanent features to be added and/or retained on site, including materials and techniques used.	Refer to Landscape Plan.
5	All existing plant material to be removed or retained.	Refer to Landscape Plan.
6	All existing and proposed streets, sidewalks, curbs and gutters, railroad tracks, drainage ditches and other public or semi-public improvements within and immediately adjacent to the site.	Refer to Landscape Plan.
7	Contour lines shall be shown if the grades are in excess of six percent (6%) slope.	Refer to Landscape Plan.
8	Proposed elevation at sufficient locations and existing elevations of the site to clearly show the drainage patterns.	Refer to Landscape Plan.
9	All property lines and easements.	Refer to Landscape Plan.

10	Proposed limits of disturbance.	Refer to Landscape Plan.
11	Included on all plans shall be a table listing the existing plant material to be retained and all proposed new plant material. This shall include the common and botanical names, sizes and other remarks as appropriate to describe the material selection.	Refer to Landscape Plan.
12	Details shall be shown for the planting of trees, shrubs and ground cover within the bufferyard or landscaped area. Indicate placement of vegetation to mitigate any trees removed.	Refer to Landscape Plan.
13	Cost estimate of Landscaping Improvements by a Registered Landscape Architect or qualified professional. This estimate will be used to determine the amount of security required for the development. The applicant will be required to submit a Letter of Credit for 125% of the value of the landscape estimate prior to issuance of a Zoning Certificate.	Refer to Opinion of Probable Cost.
14	Proposed treatment of all ground surfaces.	Refer to Landscape Plan.
15	Proposed landscape areas and general treatment such as berming, planting, sodding and walkways.	Refer to Landscape Plan.
16	Plant list stating common name, caliper and quantity of proposed planting.	Refer to Landscape Plan.
17	Typical planting specifications.	Refer to Landscape Plan.
18	Location, proposed use, height and specifications (where applicable) of buildings and other structures, such as retaining walls, fences, outdoor storage tanks, air conditioning units and waste disposal units.	Refer to Landscape Plan.
19	Detail of any proposed tree protection measures (i.e. tree guards).	Refer to Landscape Plan.
20	Location of proposed roof-top mechanical equipment and detail of proposed screening.	N/A - No rooftop units in this scope.
21	Location of external transformers and detail of proposed screening.	No proposed transformers.

Improvement Plans

Construction plans shall be prepared for all required improvements. Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet. The following shall be shown:

1	Sidewalks and street circulation plan, which shall include the following:	Refer to Civil Plans.
	The location, grade, centerline radius and arc length of curves, pavement right-of-way and name of all proposed streets. Radii of all curves, lengths of tangents, and central angles on all streets shall be shown. Typical sections of streets and sidewalks should be shown. Profiles showing existing and proposed elevations along center lines of all roads.	Refer to Civil Plans.
	The location and radius of all proposed curb returns and cul-de-sacs.	N/A - None specified.
	Location of all curb cuts and number and location of parking spaces.	Refer to Sheet C5.1 of the Civil Plans.
	Emergency ingress and egress plan.	No changes to emergency ingress/egress. Access Drive provided at SW corner of the proposed field for vehicular access.
	Plans and profiles showing the locations and typical cross-section of street pavements including curbs and gutters, sidewalks, drainage easements, servitudes, rights-of-way, manholes, and catch basins; the location, size and invert elevations of existing and proposed sanitary sewers, stormwater drains, and fire hydrants, showing connection to any existing or proposed utility systems; and exact location and size of all water, gas, or other underground utilities or structures.	Pavement, sidewalk, and curb details to be found on Sheet C8.0 of Civil Plans. Location, size, and invert elevations of sanitary, storm sewer, water, gas and other utilities associated with the Field Addition can be found in the Civil Plans. Utilities for the proposed Office Addition will be included in a future submission.
2	Indication of building envelopes and limits of clearing, show where vegetation and trees are to be removed and where replaced.	Refer to Civil Plans.
3	Tree protection and mitigation plan. (See Tree and Vegetation Plan Submittal Requirements)	Refer to Tree and Vegetation Plan section of checklist.
4	Landscaping/Buffering Plan. (See Landscaping/Bufferyard Plan Submittal Requirements)	Refer to Landscaping/Bufferyard Plan section of checklist.
5	Grading Plan showing finished contours at one (1) foot intervals.	Refer to Sheets C5.0 and C5.1 of the Civil Plans.
6	Stormwater Pollution Prevention Plan.	Refer to C6 series of Civil Plans.
7	Exterior Lighting Plan (See Exterior Lighting Plan Submittal Requirements).	Refer to Exterior Lighting Plan section of checklist.

9	Drainage Plan including any proposed locations and sizes of stormwater runoff retention/ detention basins, sealed by a Professional Engineer.	Refer to Civil Plans and Stormwater Management Report.
10	Off-street Parking and Loading Plan.	No changes to parking/loading.
11	Estimates of construction costs for required improvements.	Refer to Opinion of Probable Costs.
12	Any other information deemed necessary by the City to make a fully informed and deliberate decision on the Improvement Plans.	N/A
13	Proposed stormwater management water quality techniques, and erosion and sedimentation control measures to be used during and after construction.	Refer to SWPPP Booklet, Stormwater Management Report, and Civil Plans.
14	Retaining walls (top and bottom of wall spot elevations).	N/A
15	Where applicable, localized high-point for all driveway entrances.	No driveway entrances to be modified.
16	Inverts and top of grate elevations for catch basins and manholes.	Refer to Sheet C5.1 of the Civil Plans.
17	8½ x 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.	Refer to "Civil Plan Set_Reduced" pdf.

Exterior Lighting Plan

The following materials shall be submitted:

1	A layout of proposed all freestanding and wall-mounted lamp locations on site plan and landscaping plan.	Refer to Site Photometric Plan.
2	Footcandle data included on a template from the light manufacturer which shows the ISO footcandle contours for the given fixture.	Refer to Site Photometric Plan and lighting fixture cut sheets.
3	Description of the equipment (catalogue cuts).	Refer to lighting fixture cut sheets.
4	Glare control devices.	N/A - Refer to Site Photometric Plan.
5	Lamps.	N/A - None provided.
6	Mounting heights and means.	Refer to the Lighting Fixture Schedule on the Site Photometric Plan.
7	Data shall be provided showing the cutoff angle of proposed lamps and demonstrating that nuisance glare is being minimized.	Refer to Site Photometric Plan.

Tree and Vegetation Plan

The following materials shall be submitted:

1	A general site survey of all existing vegetation and tree cover on the site, by type, general location, density of vegetation, and percentage of site covered by tree canopy, including:	Refer to submitted Tree Survey.
	Deciduous trees;	Refer to submitted Tree Survey.
	Coniferous trees;	Refer to submitted Tree Survey.
	Woody shrubs;	Refer to submitted Tree Survey.
2	A field-based survey depicting the location and species of all individual trees measuring 6 inches DBH and larger located inside of and within 25 feet of the proposed limits of disturbance. All trees greater than 6 inches DBH that are proposed to be removed shall be noted on the survey.	Refer to submitted Tree Survey. Refer to L1.1 of the Civil Plans for trees to be removed.
3	Cost estimate of Tree and Vegetation Planting Improvements by a Registered Landscape Architect or qualified professional. This estimate will be used to determine the amount of security required for the development. The applicant will be required to submit a Letter of Credit for 125% of the value of the landscape estimate prior to issuance of a Zoning Certificate.	Refer to Opinion of Probable Cost.