

Check List – Conditional Use Application

5282 HUDSON DR, SUITE A, HUDSON, OH 44236

Core Submittal Requirements		
☒	1.	A complete application provided by the Community Development Department and the required fee as established by City Council.
☒	2.	Name and address, including telephone number of legal owner or agent of property.
☒	4.	Name and address, including telephone number and e-mail address of the professional person(s) responsible for site or subdivision design, for the design of public improvements, and for surveys.
☒	5.	A drawing of the subject property to scale, with north arrow and date. All plans and plan revisions shall be dated: month, day, year.
☒	6.	The location, dimensions, and areas of all proposed or existing lots.
☒	7.	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.
☒	8.	Location of property lines, existing easements and other restrictions, railroad rights-of-way, watercourses, wetlands, other natural features such as steep slope, rock outcroppings 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.
☒	9.	Location, width, and names of all existing streets within or immediately adjacent to the property.
☒	10.	The approximate location and widths of proposed streets, and easements.
N/A	☐ 12.	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.
N/A	☐ 13.	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.
☒	14.	A map of existing topography.
☒	15.	A completed check list provided by the Community Development Department of all materials submitted.
☒	16.	Traffic impact study, or trip generation analysis, as determined by the Engineering Department, 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.
☒	17.	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.
	☒ 18.	Site Development Plan shall include the following information: a. Intensity or density of uses proposed; b. 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 the property owners in the proposed development. c. Location of existing and proposed buildings on the site; d. Road, street, and pedestrian networks proposed.
	☒ 19.	Current Deed
N/A	☐ 20.	Any environmental study or report as requested by the Community Development Department.
N/A	☐ 21.	Subject property is staked at time of application, by a licensed surveyor or civil engineer (property boundaries, building envelope, limits of disturbance, parking areas).
	☒ 22.	Schedule of applications and approval status of all necessary permits from state and county officials.
N/A	☐ 23.	Disclosure of any current or pending contracts related to the property.
Conditional Use Application		
	☒ 1.	A scaled development plan of the entire property being considered, showing the proposed site/building/sign plans.
	☒ 2.	Statement of compliance with all required conditions as set forth in Section 1203.05 of Land Development Code.
	☐ 3.	Affidavit of applicant, which establishes ownership and that the information being provided is correct.