

Core Submittal Requirements

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.[See Civil plans C0.0](#)

3. All existing subdivision plat notes, deed restrictions and/or restrictive covenants registered on the subject parcel.[See Civil plans C1.0](#)

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.[See Civil plans C0.0](#)

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.[See Civil plans C1.0 and C2.0](#)

6. The location, dimensions, and areas of all proposed or existing lots.[See Civil plans C1.0 and C2.0](#)

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.[Project introduction letter is provided.](#)

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.[See Civil plans C2.0](#)

9. Location, width, and names of all existing streets within or immediately adjacent to the property. [See Civil plans C2.0](#)

10. The approximate location and widths of proposed streets, and easements.[See Civil plans C2.0](#)

11. Location, sizes, elevations and slopes of existing sewers, water mains, storm drains, fire hydrants, culverts, gas, electric and telephone lines, well and septic systems, 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.**See Civil plans C3.0**

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.**See Civil plans C3.0**

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.**See Civil plans C3.0**

14. A map of existing topography.**See Civil plans C1.0**

15. A completed check list provided by the Community Development Department of all materials submitted.**Attached.**

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.**Report Attached. A trip generation analysis was submitted. In the pre-application letter, staff noted a full traffic study would be required if access is proposed off Norton. See letter submitted from traffic engineer.**

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.**One Phase. Please provide more information. Indicate approximate dates from start to finish. Project to begin Sept 2026 and completed by May 2027**

19. Current deed.**Attached.**

20. Any environmental study or report as requested by the Community Development Department.**Reports attached,**

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).**Site has been Staked. The property boundaries, building envelope, limits of disturbance, or parking areas have not been staked. All items to be staked 6/15/26**

22. Schedule of applications and approval status of all necessary permits from state and county officials.**Shall be submitted to county after zoning approval. Please provide more information. List the permits/approvals that would be required (Summit Soil, County**

Building?) Permits would and approvals would need to be obtained from Summit County, Cleveland water, Summit county Soil and water, Hudson Engineering, Ohio Medical Gas Permit.

23. Disclosure of any current or pending contracts related to the property. **Purchase agreement in place.**

Site Plan Requirements

Core requirements except for 18. In addition, the following information shall be submitted:

1. Site/building plan(s) shall include the following:
 - a. Location of every existing and proposed building with the number of floors and gross floor area. **See Civil plans C2.0 and Architectural site plan SD1.1.**
 - b. For residential developments, a calculation of the project density as well as the maximum density per acre in the project must be provided. **Commercial project.**
 - c. All modifications, changes, or additions to existing building(s) and structure(s) including floor area, heights, and setbacks. **See Civil plans C2.0 and Architectural site plan SD1.1.**
 - d. Location and type of all proposed uses including number of acres, gross floor area, and height as well as the area of any proposed open space including the location of any proposed recreational amenities. **See Civil plans C2.0 and Architectural site plan SD1.1.**
 - e. Location of all proposed pedestrian walkways. **See Civil plans C2.0 and Architectural site plan SD1.1.**
 - f. Depiction of the location and screening of waste facilities, loading facilities and other service structures. **See Architectural Landscape plan L1.1.**
 - g. Distances between buildings. **See Civil plans C2.0 and Architectural site plan SD1.1.**
2. A map of existing topography plotted in at least two (2) foot intervals. **See Civil plans C1.0**
3. 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.
4. The location and size of existing wells, and septic tanks. **See Civil plans C1.0**
5. Depiction of any proposed ground signs. **Will there be a proposed ground sign? If so, the location should be depicted on Sheet C2. Sign has been added to C2.0 dimensions and details are located on SD1-1.** Wetland delineation or verification letter, performed by a qualified professional, at the request of the City. **See delineation letter.**
6. Submittal of Site Improvement Plan(s) (See submittal requirements above). **See Civil plans**
7. Submittal of itemized Engineer's estimate. The applicant will be required to submit a performance bond(s) for required improvements prior to the issuance of a zoning certificate. **See Civil engineers estimate.**
 - a. 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. **See Architectural Site plan SD1.1.**
 - b. 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. **See Architectural Site plan SD1.1.**

8. Location of external transformers or other equipment and detail of proposed screening. **See Civil plans C2.0 and Architectural landscape plan L1.1.**

9. Finished floor elevation of the ground floor and entrances to all buildings. **See Civil plans C2.0 Do not see this labeled. Suggest including a separate grading plan within the civil packet. See site grading plan C4.0**

10. Surveyed site plan signed/stamped by a licensed surveyor or civil engineer. **See Civil plans C2.0**

11. Storm Water Pollution Prevention Plan. **See Civil plans C5.0**

12. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the site plan. **See Civil plans**

6. Any other information deemed necessary to provide informed feedback on the plan. **See Civil plans**

Site Improvement Plans

Scaled construction plans shall be prepared for all required improvements. The following shall be shown:

1. Sidewalks and street circulation plan as applicable, which shall include the following:

a. 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. **See Civil plans C2.0**

b. The location and radius of all proposed curb returns and cul-de-sacs. **See Civil plans C2.0**

c. Location of all curb cuts and number and location of parking spaces. **See Civil plans C2.0**

d. Emergency ingress and egress plan. **See Civil plans TR**

2. 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 invert, and rim 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. **See Civil plans**

3. Indication of building envelopes, limits of clearing and disturbance. Show where vegetation and trees are to be removed and where replaced.

4. Tree protection and mitigation plan. (See Tree and Vegetation Plan Submittal Requirements) **See Architectural landscape plan L1.1.**

5. Landscaping/Buffering Plan. (See Landscaping/Bufferyard Plan Submittal Requirements) **Architectural landscape plan L1.1.**

6. Grading Plan showing finished contours at one (1) foot intervals. **See Civil plans C2.0 No grading is depicted. Incorporate a separate grading plan sheet within the Civil packet per previous comment. See site grading plan C4.0**

7. Stormwater Pollution Prevention Plan. **See Civil plans C4.0**

8. Exterior Lighting Plan (See Exterior Lighting Plan Submittal Requirements). **See Site lighting plan**

9. Drainage Plan with calculations including any proposed locations and sizes of stormwater runoff retention/ detention basins, sealed by a Professional Engineer. **See Civil plans C3.0**
10. Off-street Parking and Loading Plan. **See Civil plans C2.0**
11. Estimates of construction costs for required site improvements to include: **Civil engineers estimate.**
 - a. Categories including, but not limited to, site grading, utility improvements, stormwater improvements, landscaping, sedimentation controls, and any other category requested by the City Engineer.
 - b. Date and author of estimate.
 - c. Stamp from a licensed engineer.
12. Proposed stormwater management water quality techniques, and erosion and sedimentation control measures to be used during and after construction. **See Civil plans C4.0**
13. Retaining walls (top and bottom of wall spot elevations). **See Civil plans C3.0**
14. Where applicable, localized high-point for all driveway entrances. **See Civil plans C3.0**
15. Inverts and top of grate elevations for catch basins and manholes. **See Civil plans C3.0**

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. **See Site lighting plan**
2. Footcandle data included on a template from the light manufacturer which shows the ISO footcandle contours for the given fixture. **See Site lighting plan**
3. Description of the equipment (catalogue cuts) including glare control devices. **See Site lighting specs**
4. Mounting heights and means. **See Site lighting plan**
5. Data shall be provided showing the cutoff angle of proposed lamps and demonstrating that nuisance glare is being minimized. **See Site lighting plan and specs**

Landscaping/Bufferyard Plan

Plans must be at a reasonable scale to indicate all types of proposed landscaping improvements: **See Architectural landscape plan L1.1.**

1. North arrow and scale. **See Architectural landscape plan L1.1.**
2. The name of applicant/owner. **See Architectural landscape plan L1.1.**
3. The dates the plans are submitted or revised. **See Architectural landscape plan L1.1.**
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.
5. All existing plant material to be removed or retained. **See Architectural landscape plan L1.1. Identify all existing trees on site by species and size. Mark the trees to be removed with an "x". Existing and removed trees have been added to L1.1.**
6. Location and type of buffering proposed between single family residential, multi- family residential, and non-residential. **See Architectural landscape plan L1.1.**

7. 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. **See Architectural landscape plan L1.1.**
8. Contour lines shall be shown if the grades are in excess of six percent (6%) slope. **See Civil plans C3.0 Add grades and limits of disturbance to sheet L.1. Grades and limits of disturbance have been added to L1.1.**
9. Proposed elevation at sufficient locations and existing elevations of the site to clearly show the drainage patterns. **See Civil plans C3.0**
10. All property lines and easements. **See Civil plans C2.0**
11. Proposed limits of disturbance. **See Civil plans C4.0 Add to sheet L.1. Added to L1.1.**
12. 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. **See Architectural landscape plan L1.1**
13. 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. **See Architectural landscape plan L1.1**
14. 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. **Based on the landscape plan L1.1 we have estimated the project at \$55,000 Submit this quote from a Registered Landscape Architect or qualified professional (landscaper). See quote submitted from landscaper.**
15. Proposed treatment of all ground surfaces. **See Architectural landscape plan L1.1**
16. Proposed landscape areas and general treatment such as berming, planting, sodding and walkways. **See Architectural landscape plan L1.1**
17. Typical planting specifications. **See Architectural landscape plan L1.1**
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, external transformers, and waste disposal units. **See Architectural site plan SD1.1**
19. Detail and location of any proposed tree protection measures (i.e. tree guards/fencing). **See Architectural landscape plan L1.1**
20. Location of proposed roof-top mechanical equipment and detail of proposed screening. **See Architectural landscape plan L1.1**