



COMMUNITY DEVELOPMENT • 1140 Terex Road • Hudson, Ohio 44236 • (330) 342-1790

PLANNING COMMISSION

CITY OF HUDSON LAND DEVELOPMENT CODE TEXT AMENDMENT APPENDIX A - SUBMITTAL REQUIREMENTS

RECOMMENDATION

The Planning Commission Chair appointed a subcommittee on February 10, 2025, with the purpose of reviewing the Submittal Requirements of Appendix A to prepare recommended changes. The Planning Commission discussed the recommended changes from the subcommittee at the August 11, 2025, and September 8, 2025, meetings.

At the public meeting of the Planning Commission held at the regular meeting on September 8, 2025, the Planning Commission passed a motion to recommend City Council proceed with formal commencement of the attached amendment to Appendix A of the Land Development Code, per the procedure of Section 1203.03.

Dated: September 17, 2025

CITY OF HUDSON
PLANNING COMMISSION

Sarah Norman

Sarah Norman, Chair

APPENDIX A - SUBMITTAL REQUIREMENTS

Index:

~~Core Submittal Requirements~~

~~Pre-Application Review~~

~~Site Plan Review (Other than Minor Development)~~

~~Conceptual Site Plan Review~~

~~Site Plan Review for Minor Development~~

~~Tree and Vegetation Plan~~

~~Landscaping/Bufferyard Plan~~

~~Off-Street Parking and Loading~~

~~Exterior Lighting Plan~~

~~Minor Modifications~~

~~Minor Subdivision~~

~~Preliminary Subdivision Plan~~

~~Final Subdivision Plat~~

~~Improvement Plans~~

~~Preliminary Planned Development (PD) Plan~~

~~Final Planned Development (PD) Plan~~

~~Development Agreements~~

~~Zoning Code Map Amendment~~

~~Zoning Code Text Amendment~~

~~Conditional Use Application~~

~~Variance~~

~~Appeals to the BZBA of Administrative Decisions~~

~~Enlargement, Extension, Replacement, or Substitution of a Nonconforming Use or Structure~~

~~Architecture and Historic Board of Review~~

Core Submittal Requirements (as Applicable)

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.

~~2. Name of Development or Subdivision; names of adjacent subdivisions.~~

~~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.~~

4. All existing subdivision plat notes, deed restrictions and/or restrictive covenants registered on the subject parcel.

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.

~~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.~~

~~7. A vicinity map, locating the subject property and showing streets and other general development of the surrounding area.~~

8. A drawing of the subject property ~~at the required to~~ 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.

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.~~

~~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.~~

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.

~~11. 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. (Available for review at the Community Development Department).~~

~~12. Tree and Vegetation Plan and Landscaping/Bufferyard Plan. (see following submittal requirements list).~~

~~139.~~ Location, width, and names of all existing streets within or immediately adjacent to the property.

~~1410.~~ The approximate location and widths of proposed streets, and easements.

~~1511.~~ 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.

~~1612.~~ 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.

~~1713.~~ 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.

~~1814.~~ A map of existing topography.

~~19. Zoning classifications and district boundaries applicable to the site or subdivision and surrounding property.~~

~~2015. Demonstration of compliance with the requirements of this Land Development Code on any plans or proposals submitted. Provide A completed~~ check list provided by the Community Development Department of all materials submitted ~~with dates of submission.~~

~~2116. Anticipated impact on traffic levels and off-site circulation system.~~ 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.

~~2217.~~ 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.

~~2318. Sketch Plan or Site Specific Site~~ Development Plan shall include the following information:

a. ~~Uses proposed;~~

~~ba.~~ Intensity or density of uses proposed;

~~eb. Location of public and private open space; 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.~~

~~dc. Location of existing and proposed buildings on the site;~~

~~ed. Road, street, and pedestrian networks proposed.~~

~~24. Anything that is digitally produced submitted in a format acceptable to the City.~~

~~25. Storm Water Pollution Prevention Plan.~~

~~26~~19. Current deed.

~~27. Written authorization of all owners on deed.~~

~~28~~20. ~~Any special natural area or~~ Any environmental study or report as requested by the Community Development Department~~Planning Director.~~

~~29. All existing subdivision plat notes, deed restrictions and/or restrictive covenants registered on the subject parcel.~~

~~30~~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).

~~31~~22. ~~Record and application for an~~ Schedule of applications and approval status of all necessary permits from state and county officials.

23. Disclosure of any current or pending contracts related to the property.

Pre-Application Review

Submittal Requirements for Pre-Application Review. ~~The following core requirements shall be submitted as part of the application materials:~~

~~—1, 2, 3, 5, and 23.~~

1. Concept site plan depicting approximate property boundaries, proposed improvements, and setbacks.

2. Detailed description of proposed use.

Site Plan Review (Other than Minor Development)

Core requirements except for ~~23~~ 18. In addition, the following information shall be submitted:

~~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.~~

~~33—Legal description of the property.~~

~~34. Indication of building envelopes and proposed limits of clearing.~~

~~35. Approximate square footage and approximate dimensions of each lot and the total acreage of the subject property.~~

~~36.~~ 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.

b For ~~multi-family~~ residential developments, a statement calculation of the average project density as well as the maximum density per acre in the project must be provided.

c All modifications, changes, or additions to existing building(s) and structure(s) including floor area, heights, and setbacks.

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.

e Location of all proposed pedestrian walkways.

~~f. Location and type of buffering proposed between single family residential, multi-family residential, and non-residential uses.~~

~~gf.~~ A description Depiction of the location and screening of waste facilities, loading facilities and other service structures.

g. Distances between buildings.

~~372.~~ 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.~~

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.

~~384.~~ The location and size of existing wells, and septic tanks.

~~395.~~ Sign plan. Depiction of any proposed ground signs.

~~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.

~~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. Wetland delineation or verification letter, performed by a qualified professional, at the request of the City.

~~426.~~ Submittal of Site Improvement Plan(s) (See submittal requirements above).

~~437.~~ 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.

a. ~~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.

b. ~~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.

~~44.~~ Distances between buildings.

~~45.~~ 8½ × 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.

~~468.~~ Location of external transformers or other equipment and detail of proposed screening.

~~479.~~ Finished floor elevation of the ground floor and entrances to all buildings.

10. Surveyed site plan signed/stamped by a licensed surveyor or civil engineer.

11. Storm Water Pollution Prevention Plan.

~~4812.~~ Any other information deemed necessary by the City to make a fully informed and deliberate decision on the site plan.

Conceptual Site Plan Review

1. A completed application form, provided by the Community Development Department, and the required fee as established by City Council, a fee in the amount of \$250, and plan review escrow to be determined based on the size of the project.

2. The name of the proposed development, and the names of adjacent subdivisions.

3. Contact information of the owner and citation of the last instrument conveying title. Name, address, and telephone number of the legal owner or agent of the property.

4. Contact information of the designer(s), engineer(s), and surveyor(s).

5. ~~Twelve (12) copies of p~~Plans that include:

a. Site plan showing all existing and proposed buildings, parking (including number of spaces), and access drive(s).

b. Preliminary Environmental inventory including ~~soil conditions~~, tree ~~cover inventory~~, waterfeatures, ~~known~~ wetlands, and any other natural topographical features.

c. Preliminary grading plan.

d. Stormwater management concept plan.

e. Uses proposed.

f. Intensity or density of uses proposed.

g. Location of public and private open space ~~if required~~.

h. Road, street, and pedestrian networks proposed.

i. Previous studies, inventories, and reports related to the site performed within the past ten years.

6. Any other information deemed necessary to provide informed feedback on the plan.

Site Plan Review for Minor Development

Core requirements except for: ~~6, 1410, 1511, 2116, 2217, and 2318, and 21~~. (Minor Development is defined in Chapter 1203.09(d))

Tree and Vegetation Plan

Tree and Vegetation Plan Submittal Requirements. The following application materials shall be submitted:

~~7.~~ 1. A general site survey of all existing vegetation and tree cover on the site, bytype, general location, density of vegetation, and percentage of site covered by tree canopy, including:

a. Deciduous trees;

b. Coniferous trees;

c. Woody shrubs;

~~8.~~ 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.

~~9.~~ 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.

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:~~

1. North arrow and scale.
2. The name of applicant/owner.
3. The dates the plans are submitted or revised.
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.

6. Location and type of buffering proposed between single family residential, multi-family residential, and non-residential.

~~6~~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.

~~7~~8. Contour lines shall be shown if the grades are in excess of six percent (6%) slope.

~~8~~9. Proposed elevation at sufficient locations and existing elevations of the site to clearly show the drainage patterns.

~~9~~10. All property lines and easements.

~~10~~11. Proposed limits of disturbance.

~~11~~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.

~~12~~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.

~~13~~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.

~~14~~15. Proposed treatment of all ground surfaces.

~~15~~16. Proposed landscape areas and general treatment such as berming, planting, sodding and walkways.

~~16. Plant list stating common name, caliper and quantity of proposed planting.~~

~~17~~17. Typical planting specifications.

~~18~~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.

~~19~~19. Detail and location of any proposed tree protection measures (i.e. tree guards/fencing).

~~20~~20. Location of proposed roof-top mechanical equipment and detail of proposed screening.

~~21. Location of external transformers and detail of proposed screening.~~

Off-Street Parking and Loading

The following shall be indicated on scaled plan drawings submitted (done at a minimum scale of 1 inch = 20 feet).

1. Number and location of off-street parking including handicapped, bicycle and motorcycle parking including typical dimensions of each.
2. The arrangement of parking aisles.
3. The location of driveway entrances and buildings with dimensions.
4. Provisions for vehicular and pedestrian circulation.
5. The location of sidewalks, wheel stops, lighting and curbs on and adjacent to the property.
6. The location of utilities, barriers, shelters and signs.
7. The location of landscaped areas and a landscaping/buffering plan for the parking lot with interior and perimeter landscaping indicated.
8. Typical cross sections of pavement.
9. Stormwater drainage facilities.

~~10Any other information deemed necessary by the City to make a fully informed and deliberate decision on the parking plan.~~

~~11~~10. Setbacks of parking areas to property lines.

~~12~~11. Location and dimensions and required screening of loading areas.

~~13~~12. Widths of all unobstructed access roadways and driveways with appropriate finished grades, widths, lengths, turnarounds and turning radii.

~~14~~13. All frontage roads, intersections, entrance/exit ramps and driveways abutting and adjacent to subject property within 300' of side property lines.

~~15~~14. Proposed operation of driveways on site plan (i.e. one-way or two-way), identifying and labeling all physical barriers to vehicular access.

~~16~~15. Physical obstructions (utility poles, trees, storm sewer inlets etc.) in ROW which could affect sidewalks/driveway locations.

~~17~~16. Dimensions of vertical clearance within fire lanes.

~~18~~17. All off-street parking; number of required and provided parking spaces including location, number and type (standard, compact, handicapped) of actual parking spaces, dimension parking stall depth and width, stall angle, aisle width and width on internal driveways, number each parking space, show structural supports, turning radii, circulation and ramp grades in parking garages.

~~19~~18. Location of all sidewalks pedestrian ramps between the off-site parking and the public entrances of the use, if handicapped spaces are located off-site.

~~20~~19. Queue spaces or queuing areas for drive-through uses.

~~21~~20. Location of external refuse collection areas and detail of proposed external refuse facility and screening.

~~22~~21. Location of all loading and man doors.

~~23~~22. Location of outdoor storage.

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.

2. Footcandle data included on a template from the light manufacturer which shows the ISO footcandle contours for the given fixture.

3. Description of the equipment (catalogue cuts) including glare control devices.

~~4. Glare control devices.~~

~~5. Lamps.~~

~~6~~4. Mounting heights and means.

~~75~~. Data shall be provided showing the cutoff angle of proposed lamps and demonstrating that nuisance glare is being minimized.

Minor Modifications

The following core requirements shall be submitted as part of the application materials: 1, 2, ~~3~~ and ~~54~~. In addition, the following application materials shall be submitted:

1. What is proposed to be modified and an explanation of why the change is being requested.
2. If applicable, Code citations to development standards that are sought to be modified due to practical difficulties, (see Section 1204.03 (a) of this Code).
3. Statement of compliance with standards of approval for minor modifications set forth in Section 1203.08 of this Code.
4. Affidavit of applicant, which establishes ownership and that the information being provided is correct.
5. ~~Any other information deemed necessary by the City to make a fully informed decision on the proposed minor modification.~~

Minor Subdivision

Core requirements except for ~~6, 7, 10, 14, 10, 15, 11, 24, 16, 22, 17, and 23, 18~~. In addition, the following information shall be submitted:

1. A scaled drawing of the subject property. ~~at a scale of not more than one (1) inch equals one hundred (100) feet. Acceptable plat sizes may be 8½ × 14; 11 × 17; 12 × 18; 18 × 24; or 24 × 36.~~
2. Tract and plat boundary lines, with length of courses to 1/100 foot and bearings to minutes.
3. Bearings and distances to street lines, section corners or permanent monuments.
4. ~~Section lines tied to lines of subdivision by distances and bearings. The lines of the subdivision tied to section lines or monumented intersections by distance and bearings.~~
- ~~54~~. Length of all arcs, chords, radii, angles, curvature and tangent bearings.
- ~~65~~. Precise location and description of all monuments.
- ~~76~~. Minimum or intended building setback lines with preliminary footprints on all sublots.

~~87~~. Certification of the plat by engineer or surveyor to the effect that the plat represents a correct survey made by him and that all the monuments shown thereon actually exist, and that their location, size and material are as shown.

~~98~~. Legal description(s) of the subject parcel and lots.

~~109~~. Lot letters and lines to identify each inlot or site and inlots, outlots, or fractional lots within such plat, with precise property dimensions in feet and hundredths and with bearings or angles to street and alley or crosswalk way lines. All inlots or sites shall be identified by letter, consecutively starting with the letter "A."

~~110~~. Protective covenants shall be shown on the plat. However, they may be recorded as a part thereof in the form of a separate instrument provided appropriate reference is plainly shown on the plat.

~~1211~~. All easements for rights-of-way provided for public services or utilities and any limitations of such easements.

~~1312~~. If applicable, demonstrated compliance with the U.S. Army Corps of Engineers and Ohio EPA approvals for any activities disturbing wetland areas, including copies of permits. Wetland delineation or verification letter, performed by a qualified professional, at the request of the City.

~~1413~~. Space for stamp of approval by City of Hudson Planning Commission.

~~1514~~. Space for statement of approval by City Engineer with one line for signature and date.

~~1615~~. Space for statement of approval by City Manager with one line for signature and date.

~~1716~~. Notarized certification by owner of adoption of plat.

~~1817~~. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the minor subdivision approval.

~~1918~~. Approximate square footage of each lot and the total acreage of the subject property.

~~20~~. Where a lot consolidation occurs, space for the following statement, with the blanks filled in as applicable: (The above described Parcel (letter) shall be attached to the Parcel (letter) owned by (name) located immediately to the (north/south/east/west) and shall not be sold separately therefrom without prior approval of the City of Hudson Planning Commission or its successor.

~~21~~. Recording Fee: The applicant agrees to pay the costs of recording of the plat by the Summit County Auditor. The City will return said original, recorded plat.

~~22~~. Eight and one-half (8½) by eleven (11) reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.

Preliminary Subdivision Plan

Core requirements, except for ~~2318~~, ~~25~~ and ~~2619~~. In addition, the following information shall be submitted:

1. A scaled drawing of the subject property. ~~at a scale of no more than one (1) inch equals one hundred (100) feet, on sheets not larger than thirty inches by forty-two inches.~~

2. Section lines tied to lines of subdivision by distances and bearings. The lines of the subdivision tied to section lines or monumented intersections by distance and bearings.

3. Boundaries of the development indicated by a heavy line.

4. Minimum or intended building setback lines with indication of building envelopes on all sublots or sites.

5. Approximate square footage of each lot and the total acreage of the subject property.

6. ~~Indication of building envelopes and p~~Proposed limits of disturbance.

7. Preliminary landscaping plan. Include which trees are to be removed and where replaced.

8. 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 on-site or within 200 feet of the project boundary. The City has a copy of the report containing the Index of Ecological Integrity Scores and applicant shall confer with Community Development Department staff prior to submitting application, to see which IEI elements should be included in the application.

9. ~~A map of existing topography plotted in at least two (2) foot intervals.~~

~~109.~~ Grading Plan showing finished contours at one (1) foot intervals.

10. Preliminary Stormwater Pollution Prevention Plan.

~~11. The location and size of existing wells, and septic tanks.~~

~~1211. If applicable, demonstrated compliance with the U.S. Army Corps of Engineers and Ohio EPA approvals for any activities disturbing wetland areas, including copies of permits. Wetland delineation or verification letter, performed by a qualified professional, at the request of the City.~~

~~1312.~~ Any other information deemed necessary by the City to make a fully informed and deliberate decision on the Preliminary Subdivision Plan.

~~1413.~~ A context diagram that graphically depicts how the development plan relates to its surrounding neighborhood or community context including the pedestrian, bike and street network within a minimum of 200 feet of the proposal on all sides.

~~15.~~ 14. Eight and one-half (8½) by eleven (11) reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.

Final Subdivision Plat

Core requirements, except for ~~23~~18. In addition the following information shall be submitted:

1. A scaled drawing of the subject property, ~~at a scale of no more than one (1) inch equals one hundred (100) feet, on sheets not larger than thirty by forty two inches in size.~~
2. Indication of all parcels intended to be dedicated for public use.
3. Tract and plat boundary lines, with length of courses to 1/100 foot and bearings to minutes.
4. Bearings and distances to nearest established street lines, section corners or other permanent monuments.
5. Sections lines tied to lines of subdivision by distances and bearings. The lines of the subdivision tied to section lines or monumented intersections by distance and bearings.
6. Length of all arcs, chords, radii, angles, curvature and tangent bearings.
7. Precise location and description of all monuments.
8. Minimum or intended building setback lines on all sublots or sites.
9. Lot numbers and lines to identify each inlot or site and inlots, outlots, or fractional lots within such plat, with precise property dimensions in feet and hundredths and with bearings or angles to street and alley or crosswalk walk lines. All inlots or site shall be numbered consecutively starting with the number one.
10. Where applicable, protective covenants and all easements shall be shown on the plat or they may be recorded as a part thereof in the form of a separate instrument provided appropriate reference is plainly shown on plat.
11. Certification by a registered, professional civil engineer or surveyor to the effect that the plat represents a correct survey made by him and that all the monuments shown thereon actually exist, and that their location, size, and material area as shown.
12. If applicable, demonstrated compliance with the U.S. Army Corps of Engineers and Ohio EPA approvals for any activities disturbing wetland areas, including copies of permits. Wetland delineation or verification letter, performed by a qualified professional, at the request of the City.
13. 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 from the Ohio EPA.

14. An approved Preliminary Subdivision Plan.
15. Approved [Site](#) Improvement Plan(s) (see following for submittal requirements).
16. Performance bond(s) or other satisfactory guarantee(s) for improvements.
17. Space for statement of approval by City of Hudson Planning Commission with one line for date and signature.
18. Space for statement of approval by City Engineer with one line for signature and date.
19. Space for statement of approval by City Manager with one line for signature and date.
20. Notarized certification by owner of adoption of plat, and dedication of streets and/or public spaces.
21. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the Final Subdivision Plat.
22. ~~Approximate~~ [s](#)quare footage of each lot and the total acreage of the subject property.
23. The deed volume and page of adjoining properties or the name and cabinet and slide or plat book and page of any plats which adjoin the area survey or platted.
24. ~~Where a lot consolidation occurs, space for the following statement, with the blanks filled in as applicable: "The above described Parcel (letter) shall be attached to the Parcel (letter) owned by (name) located immediately to the (north/south/east/west) and shall not be sold separately therefrom without prior approval of the City of Hudson Planning Commission or its successor."~~
25. ~~Recording Fee: The applicant agrees to pay the costs of recording of the plat by the County of Summit Auditor.~~
26. ~~8½ × 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting. The City will retain said original, recorded plat.~~
- [24. Storm Water Pollution Prevention Plan](#)
- [25. Tree and Vegetation Plan \(see separate submittal requirements list\)](#)
- [26. Landscaping/Bufferyard Plan \(see separate submittal requirements list\).](#)

[Site](#) Improvement Plans

[Scaled](#) ~~C~~onstruction 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 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.
 - b. The location and radius of all proposed curb returns and cul-de-sacs.
 - c. Location of all curb cuts and number and location of parking spaces.
 - d. Emergency ingress and egress plan.
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 ~~and invert~~ 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.
3. Indication of building envelopes, ~~and~~ limits of clearing and disturbance, ~~s~~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)
5. Landscaping/Buffering Plan. (See Landscaping/Bufferyard Plan Submittal Requirements)
6. Grading Plan showing finished contours at one (1) foot intervals.
7. Stormwater Pollution Prevention Plan.
8. Exterior Lighting Plan (See Exterior Lighting Plan Submittal Requirements).
9. Drainage Plan with calculations including any proposed locations and sizes of stormwater runoff retention/ detention basins, sealed by a Professional Engineer.
10. Off-street Parking and Loading Plan.
11. Estimates of construction costs for required site improvements to include:
 - 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. ~~Any other information deemed necessary by the City to make a fully informed and deliberate decision on the Improvement Plans.~~

~~13~~12. Proposed stormwater management water quality techniques, and erosion and sedimentation control measures to be used during and after construction.

~~14~~13. Retaining walls (top and bottom of wall spot elevations).

~~15~~14. Where applicable, localized high-point for all driveway entrances.

~~16~~15. Inverts and top of grate elevations for catch basins and manholes.

~~17. 8½ x 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.~~

Preliminary Planned Development (PD) Plan

Core requirements, except for ~~23~~18, ~~25~~ and ~~26~~19.

Also include the same additional requirements as for a Preliminary Subdivision Plan. See submittal requirements for Preliminary Subdivision Plan, above. In addition, for Preliminary Planned Development Plans in District 5, applicant must submit Architectural Elevations. ~~8½ x 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.~~

Final Planned Development (PD) Plan

Core requirements, except for ~~23~~18; plus the same additional requirements as for a Final Subdivision Plat. See submittal requirements for Final Subdivision Plat above. In addition, the following information shall be submitted:

1. An approved Preliminary Planned Development (PD) Plan.
2. Any zoning or subdivision standards which are proposed to be modified or varied.

~~3. 8½ x 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.~~

Development Agreements

The following core requirements shall be submitted as part of the application materials: 1, 2, ~~3, 10, 2015, 22~~17 and ~~23~~18.

In addition, the following information shall be submitted.

- ~~4.~~ 1. Identification of parties to the agreement, including any third party agencies.
- ~~5.~~ 2. Description of project, including list of uses, density or intensity of uses, and height and size of uses.

- ~~6.~~ 3. List of discretionary land use approvals that project has received to date.
- ~~7.~~ 4. List of discretionary land use approvals that project still needs to obtain from City.
- ~~8.~~ 5. Identification of protections developer is seeking from City with the development agreement.
- ~~9.~~ 6. List of public benefits that the developer will offer to the City as consideration for the development agreement.
- ~~10.~~ 7. Requested term of the development agreement.
- ~~11.~~ 8. Sufficient information, including a detailed narrative statement, to enable a finding by the City that the development agreement and proposed project are consistent with the goals, policies, and purposes of the applicable Zone District and the City of Hudson Comprehensive Plan.
- ~~12.~~ 9. Affidavit of applicant, which establishes ownership and that the information being provided is correct.
- ~~13.~~ 10. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the development agreement.

Zoning Code Map Amendment

The following Core requirements shall be submitted as part of the application materials: except for 4 and 15, 1, 2, 3, 5, 6, 8, and 19:

In addition the following application materials shall be submitted:

1. Legal description(s) of the subject parcel and lots.

A statement of why the proposed zoning change is being requested and what is the expected benefit to the community, in terms of economic development, community amenities, open space and other considerations. Also provide an analysis of the fiscal impacts of the proposed development. Describe how this proposed zoning change relates to Comprehensive Plan goals and policies.

2. Provide the following written discussion and graphic illustrations:

- a. Describe and illustrate how the proposed zoning change and project will not adversely affect neighboring property

- b. Describe and illustrate how the plan of the project provides for adequate and properly arranged facilities for internal circulation, off-street parking and loading, landscaping and such other features and facilities as may be necessary to make a project attractive.

3. 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 Department staff prior to submitting application, to see which IEI elements should be included in the application.

4. Affidavit of applicant, which establishes ownership and that the information being provided is correct.
5. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the Zoning Code Map Amendment.

Zoning Code Text Amendment

Submittal Requirements for Zoning Code Text Amendment. The following core requirements shall be submitted as part of the application materials: 1, ~~3, 6~~ and ~~242~~.

In addition the following application materials shall be submitted:

1. Text amendment proposed wording, and a written explanation of why change is requested.
2. Zoning Ordinance Sections that are proposed to be amended.
3. Affidavit of applicant, which establishes ownership and that the information being provided is correct.
4. If the text amendment would add an additional use to a Zone District, then a site specific development plan according to the above requirements for a Zoning Code Map amendment should be submitted.
5. ~~Any other information deemed necessary by the City to make a fully informed and deliberate decision on the text amendment.~~

Conditional Use Application

Core requirements except for ~~43, 10,~~ and ~~1511~~.

In addition, the following application materials shall be submitted:

- ~~61~~. A scaled 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.
- ~~72~~. Statement of compliance with all required conditions as set forth in Section 1203.05 of Land Development Code.
- ~~83~~. Affidavit of applicant, which establishes ownership and that the information being provided is correct.

~~9. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the conditional use application.~~

~~10. 8½ x 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.~~

Variance

Submittal Requirements for Variance. The following core requirements shall be submitted as part of the application materials: 1, ~~32, 6, 85,~~ and ~~96~~.

In addition the following application materials shall be submitted:

~~111~~. Statement of compliance with standards of approval of variances set forth in Section 1204.03 of Land Development Code.

~~122~~. If applicable, proposed site/building/sign plans, illustrating locations of required front, side and rear yard setback lines.

~~133~~. Land Development Code Sections applicable to request for variance.

~~144~~. Affidavit of applicant, which establishes ownership and that the information being provided is correct.

5. Photographs documenting the site and project area.

6. Surveyed site plan signed/stamped by a licensed surveyor or civil engineer.

~~157~~. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the variance request.

~~168~~. Explanation of any variance request from including reason(s) and justification(s) for the request(s).

~~17. 8½ x 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.~~

Appeals to the BZBA of Administrative Decisions

The following core requirements shall be submitted as part of the application materials: 1, ~~3~~ and ~~62~~. In addition, the following application materials shall be submitted:

~~181~~. All records of proceedings and documents pertaining to the decision being appealed.

~~192~~. Land Development Code Ordinance Sections applicable to the appeal.

~~203~~. Affidavit of applicant, which establishes ownership and that the information being provided is correct.

4. Written decision from the Architectural and Historic Board of Review, Planning Commission, or City Manager (or his designee).

~~24~~ 5. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the variance request.

Enlargement, Extension, Replacement, or Substitution of a Nonconforming Use or Structure.

The following core requirements shall be submitted as part of the application materials: 1, ~~32-6~~, ~~85~~, ~~96~~, and ~~2318~~. In addition, the following application materials shall be submitted:

~~221~~ 221. Proposed site/building/parking plans, illustrating locations of required front, side and rear yard setback lines. Such plans shall also illustrate size and location of existing building(s), as well as proposed areas of expansion.

~~232~~ 232. Statement of compliance with standards of approval for nonconforming use/structure standards set forth in Section 1206.05 of this Code.

~~243~~ 243. Affidavit of applicant, which establishes ownership and that the information being provided is correct.

4. Photographs of the site and the project area.

~~25~~ 5. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the proposed request.

Architecture and Historic Board of Review

1. Scaled site plan including the location of existing and proposed buildings, structures, and paved areas on the site. For alterations to existing buildings the site plan shall highlight the area of proposed work.
2. Scaled architectural elevations depicting full-height and width facades, type and extent of exterior finishes, all openings including fenestration and overall vertical building heights. The elevations shall indicate treatment of visible mechanical equipment and abutting topography and grade relationship.
3. Scaled floor plan(s) with room use indicated.
4. Photographs of all sides of existing structures and the project area.
5. Roof plan including all roof pitches.
6. Product specification sheets of all proposed exterior materials.

~~(SEE SEPARATE INFORMATION)~~