

## REQUIREMENTS FOR SUBMITTAL OF FINAL SITE COMPLIANCE PLANS

Commercial Sites are defined as improvements to property for use other than a 1, 2, or 3 family dwelling. Commercial sites may be but are not limited to residential dwellings with 4 or more dwelling units, Planned Unit Developments (PUD), Commercial Planned Developments (CPD), retail, commercial, manufacturing and industrial uses, and schools. Any project requiring a preliminary plat is exempt.

**GENERAL SUBMITTAL REQUIREMENTS:** Include the following with the submittal packet.

- Master Development Plan (if applicable): If the project site/parcel is sub-part (i.e. an out lot or sub parcel) of a larger development, submit a copy of the Master plan of the area in which the site is located.
- Copies Required: Submit fifteen (15) folded copies of the site compliance plan. If the plan is more than 10 sheets, rolled plans are acceptable.
- Studies, Reports And Documentation: Submit information supporting the site layout and proposed connection to public facilities, any zoning and/or variance text and any registered site plan or zoning exhibit (shall be reprinted as part of the site compliance plan), Pay-As-We-Grow Commitments, parkland commitments, meeting minutes, etc.
- Attach any required Certificate of Appropriateness (Historic District, Architectural Review, East Franklinton or Downtown Commission) or Approval (University Review Board) to each site compliance plan set including plans stamped by the applicable agency, if required.
- Submit a Blockwatch Plan Approval letter from Public Safety for any residential development with 50 or more dwelling units.

### **GENERAL FORMAT REQUIREMENTS**

- Commercial Site Plan: Shall be done under the supervision and stamped by an Engineer or Architect registered in the state of Ohio.
- Plan Size: Submit on "E" size (22" x 34") or architectural size (30" x 42") plan sheets. 11" x 17" may be permitted on small projects as long as the details are legible.
- Font Size: Shall be no less than 3/32" or 0.08"
- Border: Shall provide a 1 inch border from the top, bottom, and right side, and a minimum of 2 inches in from the left side.
- Graphic Scale: Shall be drawn and plotted to a Standard Engineering Scale, typically 20 or 40 scale.
- Plan Layout: Plan view orientation shall have north being the top or the left of the page. Show north arrow and dimensioned graphic scale on all sheets.



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Site Compliance Plan shall contain, but not be limited to, the following sheets:

- Sheet 1 Title Sheet
- Sheet 2 Site plan (may be shown on Title Sheet as space permits)
- Sheet 3 Utility and Grading Plan\*
- Sheet 4 Landscaping Plan\*
- Sheet 5 Architectural Elevations\*
- Sheet 6 Details (may be shown on other sheets as space permits)

\*Optional depending on scope of work and zoning requirements

**PLAN SET REQUIREMENTS:** Information on the site compliance plan shall contain, but not be limited to, the following:

1. Title Sheet Requirements:

- 1.1. Project Title
- 1.2. Vicinity map: A location map showing the site of the proposed development. Vicinity Map must identify the subject property, the adjoining streets, and the major streets in the surrounding area
- 1.3. Index Map: When the parcel or site to be developed is a sub-part of a Master Development Plan, show the location of the parcel or site improvement within the Master Development Plan. Show and label public streets within the Master Plan and bordering the site. Include the adjoining parcels in the view and access points. Indicate jurisdiction boundaries of public entities (e.g. County) when other than Columbus.
- 1.4. Project Scope of Work: Provide a narrative description of the proposal including all scopes of work including existing and proposed use of the subject property.
- 1.5. Names of the owner/developer, architect and engineer with their respective address; contact person's phone number, fax and email.
- 1.6. Certified street address(es) and parcel ID number(s).
- 1.7. Zoning Information: Label zoning district(s) of subject site and adjacent sites; Supply case number of any active rezoning or variance application (Council variance, Board of Zoning Adjustment or Graphics Commission); name of any applicable commercial overlay; list proposed use(s),
- 1.8. An Engineer's or Architect's seal and signature must appear on each site compliance plan. Further, projects affected by a limitation text, CPD text, PUD notes, or any variance must include a statement above the seal and signature certifying that the building and site compliance plan sheets meet all required development standards.
- 1.9. Tracking Number: Assigned at time of submittal.



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- 1.10. Provide a square footage breakdown and occupant load for each use on the site.
- 1.11. Provide a parking space calculation (See C.C.C. 3312.47 *Calculation methods* and 3312.49 *Minimum numbers of parking spaces required.*)
  - 1.11.1. Calculate the number of required parking spaces separately for each use,
  - 1.11.2. Calculate the number of required loading spaces separately for each use.
  - 1.11.3. Provide ADA parking spaces in compliance with C.C.C. 3312.31 *Parking space for ADA compliance* (ADA parking spaces may be counted as required parking spaces).
  - 1.11.4. ADA parking space striping shall meet the requirements of the Public Service Department.

*Parking Calculation Example*

<b>Parking Calculation</b>				
<b>Use</b>	<b>Square Footage</b>		<b>Minimum</b>	<b>Maximum</b>
Retail	5,000 SF	X	1:250 SF = 20	1:200 SF = 25
Residential	8 units	X	1.5/Unit = 12	NA
Restaurant without Pickup	4,000 SF	X	1:75 SF = 53.3	1:50 SF = 80
(Round Total up to the Nearest Integer)			85.3	105
Required Parking			86	105
Proposed Parking			90	
Required ADA Parking (van/total)			1/4	
Proposed ADA Parking (van/total)			1/4	
Required Bicycle Parking			6	

1.12. General Zoning & Project Information Table:

**GENERAL ZONING INFORMATION**

Address	
Parcel No.	
Zoning Classification/District	
Height District	
Commercial Overlay	
Total Site Area (feet or acres)	
Flood Insurance Rate Map Number (FIRM)	
Most Recent Effective Date of FIRM	
Base Flood Elevation (DFE)	



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**GENERAL PROJECT INFORMATION**

Maximum Building Height:	
Proposed Building Height:	
No. of Dwelling Units (Residential Only):	
Proposed Refuse Service (Residential Only):	
Proposed Refuse Capacity, cy (Residential Only):	

The Proposed Project Will Comply With:

- 3312.15 & 3321.01 Dumpster Area;
- 3312.21 Landscaping and Screening;
- 3312.19 & 3312.03 Lighting;
- 3321.05 Vision Clearance;
- 3312.39 Striping and Marking;
- 3312.43 Required Surface for Parking;
- 3312.45 Wheel Stop Device

1.13. Department of Public Utilities General Notes:

**Site Data Table**

Total Site Area:	_____ ac
Total Disturbed Area:	_____ ac
Pre-developed Impervious:	_____ ac
Post-Developed Impervious:	_____ ac

(A CC engineered storm plan is required if over 10,000 s.f. (0.2296 ac) of earth disturbance or more than 2,000 s.f. (0.0459 ac) of new impervious surface)

A **full** Erosion and Sediment Control (ESC) / Stormwater Pollution Prevention Plan (SWP3) is required on new site disturbances of **one acre or larger**.

- The ESC/SWP3 Plan requirements are detailed in the City of Columbus, Stormwater Drainage Manual, Appendix A, Erosion and Sediment Pollution Control Regulation.



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For development with ***under one acre*** of disturbance, an ESC/SWP3 ***General Note*** (see below) is required.

**EROSION AND SEDIMENT CONTROL.**

Land Disturbance areas less than one acre and not part of a larger common plan of development are not required to submit to the City of Columbus a full scale erosion and sediment control plan for approval. However, the proposed land disturbing activities must comply with all of the provisions of the Division of Sewerage and Drainage Erosion and Sediment Control Regulation. All land disturbing activities shall be subject to inspection and site investigation by the City of Columbus to determine compliance with City standards and regulations. Failure to comply with these regulations may subject the site to enforcement action by the City. Questions regarding Erosion and Sediment Control may be referred to the Stormwater Management Office at 645-6311.

On-site Contact:

Phone:

FAX:

E-mail:

Site is tributary to: \_\_\_\_\_  
(nearest named watercourse)

**SANITARY SEWER NOTE:**

Connection to Sanitary Sewer Cannot Be Made Without Obtaining a Permit from Sewer Permit Office at 910 Dublin Rd 3<sup>rd</sup> Floor 614-645-7490

**SANITARY DEMOLITION NOTE:**

Prior To Demolition, a Permit for Sanitary Laterals to Be Capped Off Must Be Obtained From 910 Dublin Rd. 3<sup>rd</sup> Floor, 614-645-7490

1.13 City of Columbus Standard Notes:

**RIGHT-OF-WAY ENCROACHMENT NOTE:**

No Private Elements Are Permitted to Encroach Into the Right-Of-Way Including, But Not Limited to Stairs, Railings, Foundations, Doors, Overhead Elements or Walls

**EXPIRATION NOTE:**

Date of Expiration: Plan Is Valid For One (1) Year from Date of Approval



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2. Site Plan Sheet Requirements:

- 2.1. Boundary map and plat of survey pursuant to O.A.C 4733-37 with survey information (length and bearing) of each line. A statement on the plan shall indicate the date of the survey and the surveyor responsible for the work.
- 2.2. Label and dimension all right-of-way lines (identify existing and proposed); all property lines and jurisdictional boundaries; and setback lines for building, parking, maneuvering, and any required for side and rear yards. Label and Dimension distance from proposed construction to all property lines.
- 2.3. Show and label all existing and proposed buildings and structures including height and any overhangs, balconies or port cocheres.
- 2.4. Show and label any existing and proposed fences (label height and opacity).
- 2.5. Show the location and dimension of off-street parking and loading facilities; including but not limited to driveways, aisles, individual parking spaces (standard, ADA, small cars, bicycle etc.), entrances, exits, median strips, traffic islands, stacking and bypass lanes, wheel-stop devices and curbs, landscaping and screening (See C.C.C. 3312.21 *Landscaping and screening*).
- 2.6. Show proposed traffic circulation pattern.
- 2.7. Show dumpster, trash compactor and bulk waste pick-up locations and access per Refuse Collection Division standards, Title 13 of the Columbus City Code, and C.C.C. 3312.15 and 3321.01 *Dumpster area*. Include dumpster screening details.
- 2.8. Easements and encroachments:
  - 2.8.1. Locate and label existing easements. Identify what the easement is for (i.e. sanitary, water, storm, sidewalk, power, gas-line, conservation, etc.). Indicate the instrument number, deed/plat book and page number of existing easements. Show, label and dimension limits of proposed easements.
  - 2.8.2. Show, label and provide copies of any cross-access easements for any existing or proposed shared drives or access to/from adjoining property.
  - 2.8.3. Show right-of-way encroachments (i.e. building vaults, grease interceptors, basements, porches, landings, stairs, above-grade walls, overhead structures (i.e. awnings, balconies), loading pads, planters, private utilities (irrigation, up-lights), etc. that encroach or are located in the right-of-way). Show, label and dimension limits of proposed encroachments and, if



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beneficial, an elevation view. Approval for proposed right-of-way encroachments is required from the Division of Infrastructure Management prior to the release of the site compliance plan.

2.9. Streets:

- 2.9.1. Show and label adjacent public streets, alleys and lanes. Show full width of street, street centerline and label with street name. Indicate the whether the street is 'curbed' or not and dimension from the street centerline to face-of-curbs (label curb) or edge-of-pavement (label E/P) if not curbed.
- 2.9.2. Show and label the nearest public intersection and provide dimensioned distance for the intersection to the property line(s).
- 2.9.3. Show existing right-of-way (label 'R/W' or 'Ex R/W') and proposed right-of-way line (label 'Proposed R/W') along each street fronting the parcel(s) and dimension the full width of right-of-way from the centerline.
- 2.9.4. Show any existing right-of-way to be purchased/transferred/vacated (e.g. street/alley vacations). Include right-of-way to be dedicated to the City per the Thoroughfare Plan and any additional right-of-way or sidewalk easements that need to be provided to accommodate roadway widening or sidewalk construction. The R/W transfer process is handled separately by Division of Infrastructure Management. Contact the Right-of-Way Coordinator at 614-645-1584 to arrange submission of the appropriate documents.
- 2.9.5. Show existing Permanent Traffic Control items (Pavement markings, signs, etc.)
- 2.9.6. For signalized intersections, show traffic signal items (pull box, strain poles, signal poles, control boxes, push-buttons, etc.). Show lane markings (traffic lanes, directional markings, stop bars, cross-walks, etc.) for entire intersection and for a minimum of 200 feet beyond the intersection on all legs, and along entire right-of-way fronting property site being improved.
- 2.9.7. Show and label all bus stops (COTA) along the frontage or nearby if affected by site improvements.
- 2.9.8. Show and label on-street parking, indicating each parking stall location/marking. Any proposed change to on-street parking requires approval by the Division of Traffic Management.



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- 2.9.9. Show and label the location of each parking meter that exists (indicate whether remain, relocated, or removed) and proposed. Any proposed change to meters requires approval by the Division of Traffic Management.
- 2.9.10. Show and label any raised medians in the street – existing and any proposed change.
- 2.9.11. Show existing trees (note size of each if over 4” in diameter) and landscaping features within the r/w (e.g. planters, beds, tree grates) and any proposed features.
- 2.10. No parking is allowed on streets less than 26 feet wide. Streets between 26 and 32 feet wide are allowed to have parking on one side of the street opposite the fire hydrants.
- 2.11. Fire lanes are required to within 150 feet of all exterior walls. The fire lane must be at least 20 feet wide with a 10 foot setback from the structure and be able to support 75,000 pounds. Grass pavers are permitted, but must be clearly delineated and maintained. If a fire lane is more than 150 feet in length, a cul-de-sac or “T” turnaround must be provided.
- 2.12. The minimum curve radius at intersections is 25 feet. An Auto-Turn exhibit may be required.
- 2.13. Site Access Locations:
  - 2.13.1. Show and label existing access drive(s) to the site; on both sides of any street fronting the property; AND all connections to adjoining property or off-site parking.
  - 2.13.2. Indicate whether the existing site access drive(s) is to remain, be re-built or removed.
  - 2.13.3. Show and label proposed access drive(s) and/or private street(s) – label (as “Drive” or “Private Street” as applicable) and dimension the width. Provide radius or flair width for the curb cut. Drive layout should reflect any restrictions (e.g. right-in/right-out).
  - 2.13.4. Highly congested areas or those with only one access drive may need additional access drives as determined by the Division of Fire. Developments having more than 100 residential units shall have 2 access points. This can increase to 200 units if the buildings have sprinklers.
  - 2.13.5. Show Vision Clearance Triangles per C.C.C. 3321.05





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- 2.14. Any proposed loading and/or valet zones require prior approval of the Division of Traffic Management.
- 2.15. Sidewalks:
  - 2.15.1. Show, label, and dimension existing and proposed sidewalk or shared-use-path along the right-of-way fronting the property.
  - 2.15.2. Sidewalks and shared use paths shall meet the current City standards and ADA requirements.
  - 2.15.3. Sidewalk widths shall be determined by the Division of Traffic Management. Minimum widths per City Code require a minimum 4' wide with minimum 3' tree lawn or 6' from back of curb for residential or 5' with minimum 3' tree lawn or 7' from back of curb for commercial is required.
  - 2.15.4. Maintain accessibility, ADA compliance and clearance (minimum 4' clear) from any feature (e.g. landscape bed, control cabinet, wall, meter, etc.) located in the R/W.
  - 2.15.5. Show and label existing and proposed ADA ramps at all intersections (public roads) and access drives fronting the property. Any existing ramp is deemed non-compliant unless verified by the Developer's Engineer and shall be replaced as determine by the Division of Traffic Management. Existing ADA ramps verified as compliant shall be clearly labeled as such. ADA ramps crossing streets, signalized drive drives designed as street or 'private streets' shall be oriented perpendicular to the curbs.
  - 2.15.6. A pedestrian connection from the entrance to the public sidewalk shall be installed for new construction, or as determine by the Division of Traffic Management.
  - 2.15.7. Show and dimension interior sidewalks.
  - 2.15.8. Non-standard materials (including but is not limited to plantings, landscape beds, bio-cell, stairs, surface treatments (pavers, brick, granite, etc.), tree grates, fencing, walls, bollards, handrails, etc.) within the right-of-way shall be clearly shown and notated. Documentation of approval by the Division of Infrastructure Management will be required along with execution of associated permits or agreements prior to the release of the final site compliance plan.



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- 2.16. Right-of-way improvements associated with any development shall be based on an approved scope provided by the Division of Traffic Management.
  - 2.17. For Schools:
    - 2.17.1. Show locations of existing and proposed marked pedestrian crossings (Contact the Division Traffic Management, School Coordinator at 614-645-2688 for information on the “Walk Smart” program for schools).
    - 2.17.2. Show bus drop-off lanes.
  - 2.18. For Daycares:
    - 2.18.1. Shall provide a transportation plan which describes in text and plan the manner of child loading and unloading. Parking and traffic circulation
  - 2.19. Per C.C.C. 3305.02 zoning staff may request any additional information that is reasonably necessary to determine compliance with the zoning code.
  - 2.20. Site plans are not required to have a maintenance of traffic (MOT) component, however, if it is necessary to restrict existing pedestrian, bike, or vehicle traffic in the public right of way, it will have to be approved by the Department of Public Service (DPS). If no MOT plan is provided during the Site plan review stage for DPS to approve, approval will be made at the permit stage. To avoid unforeseen MOT requirements and costs, it is recommended that MOT plans be approved in writing during the site plan review stage detailing all requested restrictions, times and durations of those restrictions, and detour plans for approval by the Department of Public Service, Traffic Management Division. MOT for site plan work will not be allowed on associated water, CC, and E plans.
3. Utility and Grading Plan Sheet Requirements:
- 3.1. Label existing and proposed contours, only if in or adjacent to floodplain. Indicate the elevation datum used if different than NAVD '88 and the conversion to NAVD '88.
  - 3.2. Label the Flood Zone designation. And where they occur on the site, show the 100-year flood-plain line boundaries, floodway line boundaries and base flood elevations. If any fill is added in the floodway fringe, list the amount added and show the new contouring where the fill is added in the floodway fringe. Also, per the City of Columbus Stormwater Drainage Manual (SWDM), any fill added to the 100-year floodplain requires an equivalent amount of compensatory storage in the same hydraulic reach. Show where the compensatory storage will be located along



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


- with the contouring so that the compensatory storage area drains to the nearest waterbody.
- 3.3. For streams, rivers and creeks, show and label the Stream Corridor Protection Zone (SCPZ) boundaries and tree buffers in these areas.
  - 3.4. For water quality structures, show and label the structures (i.e. wet and dry extended detention basins, proprietary devices, vegetated swales, pervious pavers). List the inspection and monitoring requirements. Put in a standard paragraph stating that the owner is responsible for the maintenance and inspection of the water quality structures in perpetuity.
  - 3.5. Show and label existing sanitary sewers, storm sewers and water lines within and adjacent to the tract serviced. Include the plan of record, size and general location of the main lines.
  - 3.6. Show and label the proposed utility (SAN, STM and WATER) connections and how the site will be served from the utility main.
  - 3.7. Show existing street lights and indicate whether they are to remain, be relocated or removed and any proposed street lights.
  - 3.8. Show existing on-site lighting and indicate whether they are to remain, be relocated or removed and any proposed on-site lighting.
  - 3.9. Show/label other utilities, utility poles, catch basins, manholes, structures, vaults, boxes, pedestals, etc. in the r/w as existing (indicate to remain, adjusted to grade, removed or relocated) or proposed. Other utilities are, but not limited to, gas, electric, cable, phone, fiber-optic, traffic signal, interconnect, and communications.
  - 3.10. Show and label existing fire hydrants and whether they are to remain, be relocated or removed and any proposed hydrants in the immediate area, both public and private. If drivable distance from nearest hydrant to the most remote portion of the building is greater than 400 feet (non-sprinkled) and 600 feet (sprinkled), additional hydrants will be required. Max distance between hydrants is 300 feet.
  - 3.11. Indicate if the building(s) are to have sprinklers. Show all fire department connections (FDC). FDCs must be within 100 feet of a hydrant and should be on the address side of the building.
  - 3.12. If required, show the location of the Fire Command room.
  - 3.13. Show LDN (Day-Night sound level noise index) contour lines and LDN number.
4. Landscaping Sheet Requirements:



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- 4.1. Show and label property lines as heavy solid black line. Provide dimensions
- 4.2. Show and label all building footprints, existing to remain and proposed
- 4.3. Locate and dimension parking landscape islands, screening, and any proposed landscaping within the right-of-way
- 4.4. Locate and dimension all pedestrians sidewalks
- 4.5. Locate and label trees all existing trees and their size. Note trees to remain and those requesting to be removed. (Provide a tree protection detail and tree planting detail)
- 4.6. Provide a landscape legend

*Example Landscape Legend*

Landscape Legend			
Symbol	Qty	Description	Common Name
	2	2" caliper, 8' tall deciduous	European Beech
	3	36" tall bush	European Hornbeam
	1	2" caliper, 5' tall evergreen	Colorado Blue Spruce

5. Architectural Elevations Sheet Requirements

- 5.1. Show building height
- 5.2. Identify building materials

6. Details Sheet Requirements:

- 6.1. Show trash enclosure details
- 6.2. Show fence details
- 6.3. Provide detailed lighting cut, showing height from grade to top of fixture with architectural elements such as color
- 6.4. Provide other details as necessary
- 6.5. Include any additional zoning data necessary to certify compliance with development standards included in a limitation or CPD text, PUD notes, a variance (Council variance, BZA or Graphics actions), any registered site plan or exhibit or for projects within the *University Planning Overlay* area or any other Planning overlay (See C.C.C. 3372 *Planning Overlay*);



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**CONSTRUCTION DRAWING REQUIREMENTS**

Construction drawings (CC plan, E-plan, Water, etc.) required by the City will be determined at the time of the preliminary site compliance plan meeting or upon evaluating additional information after the preliminary site compliance plan meeting.

**DATA REQUESTS**

**Department of Public Utilities Infrastructure Data:**

dpu\_gis\_mapping@columbus.gov

All requests should include the following:

Name:

Company Name:

Contact Number:

City Project Manager: (if known)

Type of Data Requested: (Shape Files or Tiff Images) (Electric, Water, Sewer or All)

Summarized purpose of the data being requested

Attach an image to the email which clearly shows a bounding box of the area needed (jpg, doc, etc.)

**Department of Public Service Plan Request:**

dpsplanrequest@columbus.gov

All requests should include the following:

Name:

Company Name:

Contact Number:

Summarize data being requested:

Attach an image to the email which clearly shows a bounding box of the area needed (jpg, doc, etc.)

