

FINAL SITE COMPLIANCE PLAN SUBMITTAL REQUIREMENTS - 2022

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.
 - Plan submittals: These are submitted through our online portal per the instructions below.



Final Site
Compliance Plan - C



Engineering
Electronic Plan Subn

- 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.

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.



111 North Front Street – Columbus OH 43215 – 614-645-7433 – bs.columbus.gov

Director's Office (614) 645-7776
Building Plan Review (614) 645-7562
Customer Service Center (614) 645-6090
Engineering Plan Review (614) 645-0032

Research/Records Center
Zoning Clearance
Zoning Public Hearings
Zoning Confirmation Letters

(614) 645-6082
(614) 645-8637
(614) 645-4522
(614) 645-8637

- 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.

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.
- 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

Parking Calculation				
Use	Square Footage		Minimum	Maximum
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)	

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)	
Interior parking lot trees, required and provided	
Dwelling unit trees, required and provided	
Side and rear yards or perimeter yards (Residential only)	

The proposed project will comply with following:

- 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 Recreation and Parks (CRPD) General Notes:

1.13.1. For project work within or adjacent to CRPD property and for project work that might disrupt normal park activities/CRPD special events, the **Columbus Recreation and Parks Department Standard Note** is required. **Non-Park Use of Parkland (NPUP)** Policy and Application can be found at <https://www.columbus.gov/recreationandparks/Design-and-Construction/> .

COLUMBUS RECREATION AND PARKS DEPARTMENT STANDARD NOTE

Prior to submission of Final Site Compliance Plan, any entity requesting non-park use/development must submit a Non-Park Use of Parkland (NPUP) Application to CRPD Property Manager Tina Mohn at TMMohn@columbus.gov to secure a permit to enter CRPD property. The Contractor shall contact Columbus Recreation & Parks Department's (CRPD) Inspector, Keith May, at KAMay@columbus.gov thirty (30) calendar days prior to any work on or near CRPD property. The Contractor shall submit a work schedule and coordinate access with CRPD Inspector prior to any work on or near CRPD property. Scheduled events by CRPD shall take precedence over the Contractor's work schedule, and the Contractor shall adjust work schedule as necessary. The Contractor shall not enter into a CRPD property nor stage/store any materials or equipment outside their work limits on CRPD property without a permit or issued by CRPD. The permit must be posted onsite at all times. Any and all CRPD park areas disturbed by the Contractor during the course of their work activities shall be restored to conditions that meet or exceed existing conditions within the time frames noted in the approved schedule and shall be to the satisfaction of CRPD. Unless specific permissions are granted by CRPD, access to, from, on, over, under, through, or across CRPD property is not granted or implied. Failure to have a permit in place that is consistent with CRPD NPUP Policy will result in delay of final site compliance approval signature by Recreation & Parks/City Forester.

1.13.2. For project work within or adjacent to CRPD greenway/connector trail and for project work that may disrupt greenway/connector trail traffic, **Columbus Recreation and Parks Department Greenway Trail Note** is required.

Columbus Recreation and Parks Department Greenway Trail Note

All activities that may be adjacent to, may potentially disturb a Columbus Recreation & Parks Department (CRPD) trail, and/or have any impacts to normal trail flow require coordination with Keith May with CRPD at KAMay@columbus.gov thirty (30) calendar days prior to any work commencing for onsite coordination, onsite meeting, signage, traffic control detour plan, restoration plan, disturbance and/or clearing limit review. Access or use of Greenway trails for any non-park use is not granted or implied unless specific permissions are granted in writing from CRPD. The Contractor shall submit a vehicle/equipment traffic plan including identification numbers, type of vehicle/equipment, and weight of vehicle/equipment to be used prior to the start of work. Only vehicles/equipment approved by CRPD in writing shall be permitted on the trail. Additionally, existing trail conditions must be documented through pictures or video before work begins. If the trail is damaged by Contractor use, the Contractor must repair the trail back to conditions that meet or exceed existing conditions.

- 1.13.3. For project work including the removal of any privately or publicly owned dead/alive trees, the **Indiana Bat Habitat Protection Note** is required.

Indiana Bat Habitat Protection Note

For any trees designated for removal that may be potential bat habitat areas, removal shall only occur from October 1st to March 31st. If the contractor prefers to remove the trees outside of this time frame, a survey must be conducted according to the United States Fish and Wildlife Services and by a biologist with all required federal and/or state collection permits to determine the presence of any Indiana Bats. The data collected during the survey must be provided to the City Forestry Section at (614) 724-1276 according to the conditions of the permit and any regulatory authority requirements. If no bats are present the tree shall be removed within 24 hours of the survey being conducted. If bats are found to be present, then tree shall remain and a protection and enhancement plan will be required.

- 1.13.4. For project work with potential impacts to public and private trees, both **Public Tree Preservation Note** and **Public Tree Protection Note** are required.

Public Tree Preservation Note

All public trees and the ground below their respective drip lines, whether shown or not shown on the plans, are to be preserved unless approval to remove or prune is given in writing by Columbus Recreation & Parks (CRPD)/City Forester or if the public tree removal has been designated on the approved Final Site Compliance Plan. Trees approved for removal by CRPD/City Forester shall be paid for under CMSC item 201, clearing and grubbing, unless otherwise provided for by unit price bid under item 201. The Contractor shall protect trees near or adjacent to the work area to avoid damage to all trees that are to remain. All trees removed shall include stump removal to eighteen (18) inches below grade. All clearing and grubbing performed on CRPD property, Right-of-Way, or any City of Columbus property shall be removed and disposed of by the Contractor. Heavy equipment will not be allowed to compact the soil over the root zone of existing public trees. Restricted equipment access routes shall be coordinated with CRPD Inspector, Keith May, at KAMay@columbus.gov before work is begins. Temporary paving materials, such as plywood, lumber or rubber matting, spread over the root zone of public trees may be required to prevent compaction. If a public tree needs to be removed, the Contractor shall provide a tree mitigation plan to the City Forestry Section [(614) 724-1276] and refer to the CRPD Tree Mitigation Plan Guidance, ANSI A300 and/or City of Columbus Executive Order 2015-01 for tree replacement standards.

Public Tree Protection Note

A tree protection plan with a drawing of any work located within the drip line of a public tree shall be included in the approved Final Site Compliance Plan (FSCP). Refer to CRPD Standard Drawing for Tree Protection. Construction materials, excavation debris, fuel, equipment, or vehicles are not to be stockpiled, stored, dumped, or parked within the drip line of public trees. All trees must be protected against injury or damage to branches, trunks, or roots from construction and excavation, as described in the “Best Management Practices – Managing Trees During Construction” a companion publication to ANSI A300 Part 5. If there is a question whether a tree or not needs to be protected, the Contractor must contact the City Forestry Section at (614) 724-1276. Failure to contact the City Forestry representative in advance of construction will result in the Contractor reimbursing City Forestry for the cost of any and all damage as determined by the current ANSI

A300/City of Columbus Executive Order 2015-01 for tree protection and replacement.

- 1.13.5. For project work that is within, adjacent to, or affecting the SCPZ, the **Stream Corridor Protection Zone Note** is required. The limits of the **SCPZ** are defined in the City's Stormwater Drainage Manual.

Stream Corridor Protection Zone (SCPZ) Note

It shall be unlawful for any person to break, deface, injure, mutilate, kill, or destroy any tree, shrub, or evergreen in the Stream Corridor Protection Zone (SCPZ) in the City of Columbus. Unless otherwise exempt, all development and re-development projects that impact the SCPZ must minimize alterations of the SCPZ, keep new and temporary structures out of the SCPZ, and maintain a riparian corridor along the stream to minimize streambank erosion and to protect the stream habitat.

The SCPZ shall be kept in as natural state as possible such that it can perform its inherent function of erosion protection, flood mitigation, and water quality protection. The Contractor shall take all measures to not disturb the SCPZ in any way in order to ensure the protection of the SCPZ. If a disturbance is unavoidable, all disturbances must be mitigated through re-forestation and re-vegetation.

If a disturbance to the SCPZ is unavoidable, the consultant or Contractor shall prepare a streambank restoration plan. The streambank restoration plan shall be submitted for review and approval by the Recreation and Parks Department / City Forester (614) 724-1276 prior to final construction plan/final site compliance approval.

- 1.13.6. All projects public or private should strive to retain and enhance the existing tree canopy. If tree removal is necessary, the Consultant or the Contracting Department shall prepare a tree replacement plan that is consistent with the City's Tree Protection and Mitigation Policy (refer to Executive Order 2015-01). The Tree replacement plan shall be reviewed and approved by the Recreation & Parks/City Forester prior to final construction plan approval. **Below are the minimum requirements to satisfy the tree removal and mitigation plan.**

- **Identification** – Location and caliper (inches) of all public/protected trees on drawings. Each tree to be removed has an "X" covering it.
- **Tree Memo** – brief note to include why tree removal is necessary and what non-removal alternatives were explored

- **Summary – Tree Survey and Mitigation Matrix (sample below)**

ID	Sheet	Approx. Sta.	Northing	Easting	Street Address or Location Description	Elevation at base	Species	Caliper	Condition	Replacement Qty
1	23	50+65	747681.9	1819577.8	123 Jimmy Blvd	734.19	Acer rubrum	14"	Alive	2
2	23	51+10	747634.29	1819569.37	124 Jimmy Blvd	731.523	Acer negundo	15"	Alive	2
3	24	51+15	747666.93	1819593.88	125 Jimmy Blvd	732.3	Acer negundo	18"	Dead	2
4	24	51+15	747638.9	1819577.95	126 Jimmy Blvd	731.829	Acer negundo	8"	Alive	1

Trail/roadway projects require station location as a minimum. N/E or address required where stationing unavailable.

If available, not required.

Per City Tree Mitigation Policy

1.14. 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 full Erosion Sediment Control (ESC) and 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.

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 the Public Utilities Permit Office at 111 N. Front Street, 1st Floor, 614-645-7490

SANITARY DEMOLITION NOTE:

Prior to demolition, a permit for sanitary laterals to be capped off must be obtained from the Public Utilities Permit Office at 111 N. Front Street, 1st Floor, 614-645-7490.

1.14 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 (including the swing limits), walls, awnings, shoring and ADA ramps.

1.15 Associated plans list

The table below shall be included listing all the associated plan numbers for the project at the bottom right corner of the title sheet. This will include any of the following that are applicable to the project: preliminary site plan, preliminary plat, final plat, stormwater management (CC), sanitary sewer (CC), street construction (Dr. E), water main (DOW#), water service plan (WSP) and/or any other associated plans not listed. The particular plan that will install the Department of Public Service improvements within the public right-of-way must be indicated.

All construction within the public R/W requires a permit to be obtained from, and inspected by, the Department of Public Service. This typically takes the form of a Chapter 903 R/W Excavation Permit. Which would include sidewalk and/or driveway approach construction included as a part of a Drawer E or CC plan. However, any proposed sidewalk and/or driveway approach construction that is not proposed as a part of a Drawer E or CC plan will require a CoC 903 Sidewalk and Driveway Approach Construction Permit be obtained. Please be aware of this distinction. If there are any questions as to your R/W permitting requirements, please contact the Department of Public Service Permit Section.

Final Site Compliance Plan # _____						
DPS Improvements in the Right-of-Way				No DPS Improvements in the Right-of-Way		Other associated plans
Drawer E #	or	Storm CC #	or	R/W Permit		
				<input type="checkbox"/>	<input type="checkbox"/>	

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. **For residential sites, the standard Refuse Collection Note will need to be completed and added to the plan.**



Refuse Collection Note.pdf

- 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 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 Parking Services.
- 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 Parking Services.

- 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. Parking may be permissible on one side of the street for streets less than 26 feet wide unless prohibited by existing restrictions. Streets between 26 and 32 feet wide are permitted to have parking on both sides of the street unless specifically prohibited in the scope document or prohibited by existing restrictions.
- 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
- 2.14. Any proposed loading and/or valet zones require prior approval of the Division of Parking Services.
- 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.
- 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. Review and approval of crosswalks by the Division of Traffic Management will be required prior to adding these items to the scope document.
 - 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.
- 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 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 (including water taps) 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. For proposed water service, if meter and backflow preventer are to be located outside of a building, label the underground meter pit and/or the above ground heated enclosure as needed.
- 3.8. Show existing street lights and indicate whether they are to remain, be relocated or removed and any proposed street lights.
- 3.9. Show existing on-site lighting and indicate whether they are to remain, be relocated or removed and any proposed on-site lighting.
- 3.10. 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.
- 3.11. 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.
- 3.12. 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.

- 3.13. If required, show the location of the Fire Command room.
- 3.14. Show LDN (Day-Night sound level noise index) contour lines and LDN number.

4. Landscaping Sheet Requirements:

- 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. Provide detailed lighting cut, showing height from grade to top of fixture with architectural elements such as color
- 6.2. Provide other details as necessary
- 6.3. 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*);

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: dpsplanrequests@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.)