

CITY OF TOLEDO SITE PLAN SUBMISSION REQUIREMENTS

Basic Requirements

1. A formal letter of submittal shall accompany the site plan. The letter should give reference to a Plan Commission case file number for the property, if one has been assigned, and shall provide the name, address, and phone number of any parties who should be informed of the progress of the request. Parties to be notified should include the landowner, developer, attorney, architect, engineer, landscape architect, or other appropriate consultant.
2. All site plans shall have a title indicating the type of request being made, i.e., a request for multiple buildings on a lot, special use permit, minor or major site plan review, etc.
3. The site plan shall be accompanied by a complete legal description of the subject property (subdivision and lot number or metes and bounds), including County Auditor parcel number(s). An electronic copy in word format is required.
4. The site plan shall include a general location sketch showing nearby streets and major roadways.
5. The site plan shall indicate the scale of the drawing and shall use an engineer's scale.
6. The site plan shall have the north arrow pointing either toward the top of the drawing or to the left side of the drawing. The general location map and site plan orientation should be identical.
7. The following submissions are required:
 - a) Ten (10) blue-line or black-line prints of the site plan on paper no larger than 24" x 36".
 - b) PDF file on disk, or emailed, of the site plan
 - c) Three (3) copies of the building elevations for all four sides of the building to an architectural scale showing building materials, finishes and color. One (1) copy of the elevations must be in color.
 - d) Three (3) copies of the landscape plan drawn to the same scale as the site plan showing the location, size, quantity, and species of all proposed plantings.
 - e) A good quality black and white reduction of the site plan, elevations, and landscape plan at 8½" x 11" or 11" x 17".
 - f) A signed & completed Site Plan Submission Checklist – See Page 5 of this Guide

Site Plan Requirements

8. The site plan shall show the zoning classification(s) and existing uses of the subject property and all abutting property.
9. The site plan shall show the approximate location of buildings and driveway locations opposite to and adjacent to the subject property.
10. The site plan shall indicate the dimensions of the property with bearings (or angular measurement) and distances.
11. The site plan shall show the location and dimensions of existing and proposed buildings to be constructed.
12. The site plan shall indicate any building removals or other alterations to occur on the property.

Site Plan Requirements (cont'd)

13. The site plan shall indicate the distance of existing and proposed structure(s) to the right-of-way line and the distances of the structure(s) to the side and rear property lines.
14. The site plan shall indicate by name all adjacent streets. The site plan shall show both right-of-way and pavement widths measured from the centerline of the street.
15. The site plan shall indicate the locations, size (height), and material of all existing and proposed fencing and/or walls on the subject property.
16. Location and width of all frontage greenbelts and landscape buffer areas. (Proposed plant location, size and species are shown on the required detailed landscape plan.)
17. The site plan shall show the location, height, and dimensions of existing or proposed signs on the property.
18. The site plan shall indicate the width(s) and location(s) of existing or proposed sidewalks and drive approach aprons. The drive approach width(s) shall be dimensioned where the apron meets the roadway pavement and shall be dimensioned at the throat.
19. Site plans shall show any ditches, creeks, or other natural features that may affect the development of the property. Where appropriate, the two-foot (2') contours and the 100-year high water elevation shall be shown on the site plan. Information on this requirement may be obtained from the Division of Engineering Services, 600 Jefferson Ave, Ste 300 (419-936-2275).
20. The site plan shall show existing and proposed method of storm water drainage and/or areas to be used for storm water detention.
21. The site plan shall show existing and proposed sanitary and storm sewers and water mains, and the location(s) of fire hydrants, if present. In the event these improvements are not available, the site plan shall indicate the location of proposed or existing wells and/or on-lot sewage systems both on on-site and on abutting parcels.
22. The site plan shall show the location of pedestrian walkways including the connecting walkway to the street sidewalk.
23. The site plan shall indicate the location of existing or proposed off-street parking spaces and drive aisles with complete dimensions. The drawing shall include the number and size of the proposed parking stalls, including handicap spaces. The type of pavement composition of the parking area, i.e., asphalt or concrete, shall be indicated. If the off-street parking area is located next to an existing parking area or on another parcel, the method of circulation, if any between the two areas, shall be shown.
24. The site plan shall show the location of lights and light fixtures.
25. A site plan with a proposed drive-up window operation shall indicate where the vehicles will be lined up and how many vehicles can be stored at one time while waiting to use the order board and/or drive-up window.
26. The site plan shall show the location and purpose of any easements on the property.

Additional Site Plan Information

- Normally a site plan approval will have a condition requiring a detailed landscape plan be submitted to the Plan Director for review and approval if one is not submitted with the site plan.
- Preparation of a site plan should be preceded by a reading of, or familiarity with, the Toledo Municipal Code, Part Eleven: Planning and Zoning Code.
 - a) Intensity and Dimensional Standards: Chapter 1106 (density, setbacks, building coverage, etc.)
 - b) Parking, Loading and Access: Chapter 1107
 - c) Landscaping and Screening: Chapter 1108
 - d) Design Standards: Chapter 1109
 - e) Special Use Permits (such as: convenience stores, gasoline and fuel sales, used car lots and some types of group living and day care facilities): Chapter 1104 and Section 1111.0700.
 - f) Minor and Major Site Plan Review: Section 1111.0800

Minor Site Plan Review is required for:

- All nonresidential developments up to 49,999 square feet of floor area
- Off-street parking developments with between 5 and 59 spaces
- Multi-unit residential developments containing more than 4 dwelling units and less than 40 dwelling units (when all in one building on a lot)
- Whenever expressly required by the Zoning Code

Major Site Plan Review is required for:

- All nonresidential developments with a floor area of more than 50,000 square feet
- Off-street parking developments with 60 or more spaces
- Multi-unit residential developments containing 40 or more dwelling units
- Multiple buildings on a lot

- An example of a site plan that conforms to the City of Toledo Site Plan Requirements is attached for illustration purposes (see page 4).
- Toledo's Zoning Code may be viewed on the Web at: www.toledo.oh.gov - On The City of Toledo's home page click on "Find a City Department" listing, then "[Plan Commission](#)," and go to the "[Codes](#)" section.

TOLEDO-LUCAS COUNTY PLAN COMMISSIONS

One Government Center, Suite 1620

Jackson Boulevard and Erie Street

Toledo, OH 43604

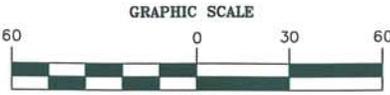
Telephone: (419) 245-1200

FAX: (419) 936-3730

2 MAJOR SITE PLAN REVIEW
4747 MONROE STREET
 PART OF THE SE 1/4 OF SEC 18, T9S, R7E
 IN THE CITY OF TOLEDO, LUCAS COUNTY, OHIO



SITE MAP
NOT TO SCALE



3 LEGAL DESCRIPTION

PARCEL NO: 2215776
 LEGAL DESCRIPTION: BEING PART OF THE SOUTHEAST QUARTER OF SECTION 18, TOWN 9 SOUTH, RANGE 7 EAST, IN THE CITY OF TOLEDO, LUCAS COUNTY, OHIO, BOUNDED AND DESCRIBED AS FOLLOWS:
 COMMENCING AT A FOUND 1" IRON PIN MONUMENT AT THE INTERSECTION OF THE CENTERLINE OF MONROE STREET, SO CALLED, AND THE NORTH-SOUTH CENTERLINE OF SECTION 18, SAID LINE ALSO BEING THE CENTERLINE OF HARVEST LANE, SO CALLED.
 THENCE SOUTH 56 DEGREES, 31 MINUTES, 11 SECONDS EAST, ALONG THE CENTERLINE OF MONROE STREET, A DISTANCE OF 400.00 FEET TO THE TRUE POINT OF BEGINNING.
 THENCE CONTINUING SOUTH 56 DEGREES, 31 MINUTES, 11 SECONDS EAST, ALONG THE CENTERLINE OF MONROE STREET, A DISTANCE OF 304.00 FEET TO A POINT.
 THENCE SOUTH 19 DEGREES, 42 MINUTES, 40 SECONDS WEST, A DISTANCE OF 346.53 FEET TO A MAGNETIC NAIL SET.
 THENCE NORTH 74 DEGREES, 31 MINUTES, 40 SECONDS WEST, A DISTANCE OF 141.82 FEET TO A FOUND IRON PIPE ON A LINE THAT IS PARALLEL WITH THE NORTH-SOUTH CENTERLINE OF SECTION 18.
 THENCE NORTH 00 DEGREES, 00 MINUTES, 00 SECONDS WEST, ALONG A LINE THAT IS PARALLEL WITH THE NORTH-SOUTH CENTERLINE OF SECTION 18, A DISTANCE OF 456.09 FEET TO THE TRUE POINT OF BEGINNING.
 CONTAINING 82,327.97 SQUARE FEET, OR 1.890 ACRES OF LAND, OF WHICH 11,828.28 SQUARE FEET OR 0.271 ACRES ARE WITHIN THE PUBLIC ROAD RIGHT-OF-WAY.
 BEARINGS SHOWN HEREON ARE BASED UPON AN ASSUMED MERIDIAN AND ARE FOR THE EXPRESS PURPOSE OF INDICATING ANGULAR MEASUREMENT.

DEVELOPER

RINGWORM DEVELOPMENT CORP.
 840 JACKSON
 SUITE 2200
 TOLEDO, OHIO 43604

SITE ADDRESS

4747 MONROE ST.
 TOLEDO, OH 43623
 PARCEL NO: 2215776

ZONING

ZONED: CR - REGIONAL COMMERCIAL
 FRONT YARD REQ'D: NONE
 REAR YARD REQ'D: NONE EXCEPT WHEN ABUTTING RESIDENTIAL A MINIMUM OF 10' PLUS 1" ADDITIONAL FOOT FOR EVERY 4' OF BUILDING HEIGHT ABOVE 20' WITH A MAXIMUM REQUIREMENT OF 50'
 SIDE YARD REQUIRED: NONE EXCEPT WHEN ABUTTING RESIDENTIAL A MINIMUM OF 10' PLUS 1" ADDITIONAL FOOT FOR EVERY 2' OF BUILDING HEIGHT ABOVE 20' WITH A MAXIMUM OF REQUIREMENT OF 50'
 BUILDING HEIGHT: 50' MAX
 BUILDING COVERAGE: 85% MAX
 PARKING REQUIREMENTS VARY BASED UPON USE PER TLPC CODE 1107.0300

VARIANCES REQUESTED

THERE ARE NO VARIANCES REQUESTED WITH THIS SITE PLAN

LANDSCAPE REQUIREMENTS

	REQ'D	PROVIDED
1 TREE PER 30' FRONTAGE	9	9
1 TREE PER 1000 SQ. FT. OF BUILDING	6	6
1 TREE PER 10 PARKING SPACES	11	12
TOTAL	26	27

PARKING

	REQ'D	PROVIDED
1 TREE PER 30' FRONTAGE	9	9
1 TREE PER 1000 SQ. FT. OF BUILDING	6	6
1 TREE PER 10 PARKING SPACES	11	12
TOTAL	26	27

LEGEND

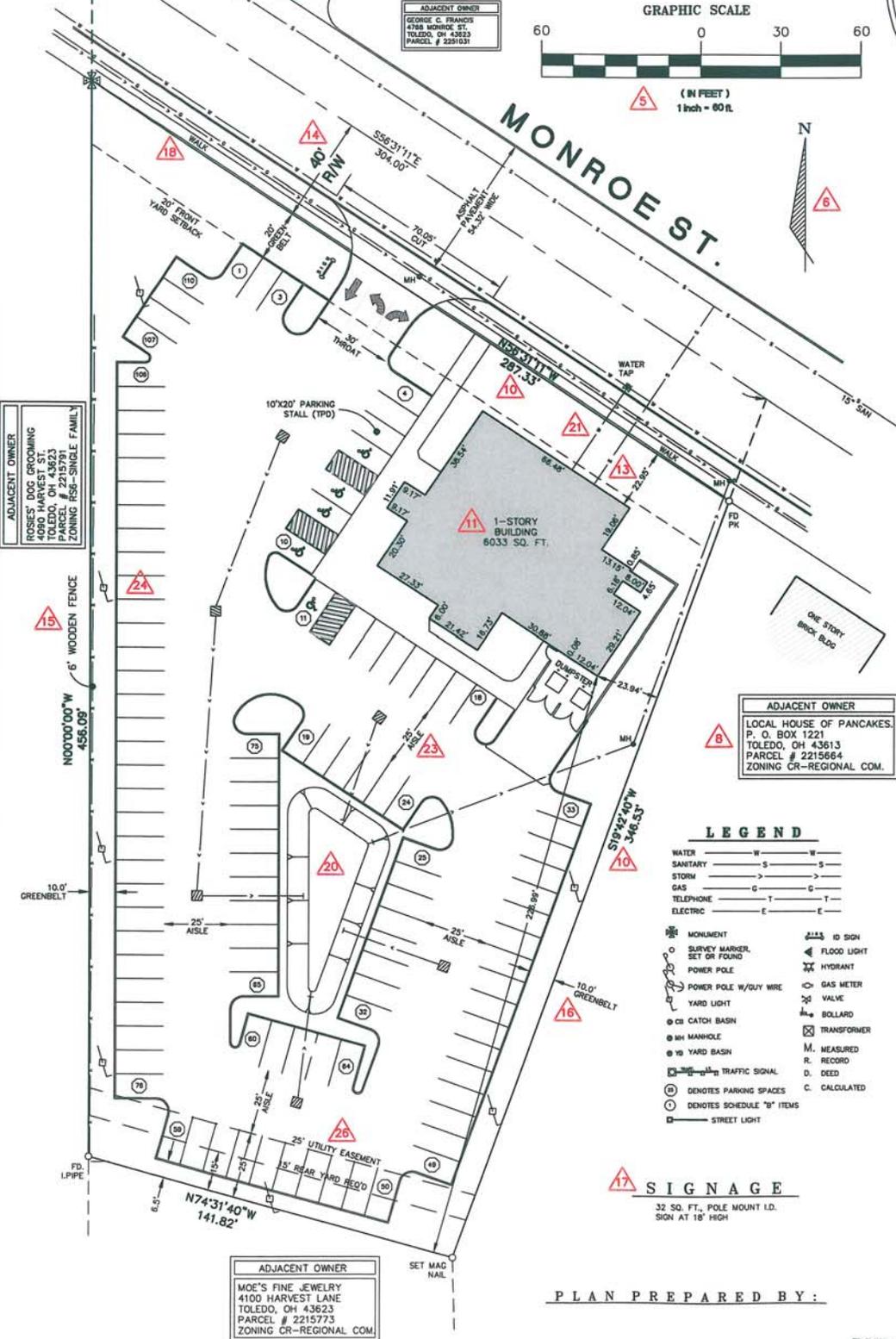
- WATER
- SANITARY
- STORM
- GAS
- TELEPHONE
- ELECTRIC
- MONUMENT
- SURVEY MARKER, SET OR FOUND
- POWER POLE
- POWER POLE W/GUY WIRE
- YARD LIGHT
- CATCH BASIN
- MH MANHOLE
- YARD BASH
- TRAFFIC SIGNAL
- DENOTES PARKING SPACES
- DENOTES SCHEDULE "B" ITEMS
- STREET LIGHT
- ID SIGN
- FLOOD LIGHT
- HYDRANT
- GAS METER
- VALVE
- BOLLARD
- TRANSFORMER
- MEASURED
- RECORD
- DEED
- CALCULATED

17 SIGNAGE
 32 SQ. FT., POLE MOUNT I.D.
 SIGN AT 18' HIGH

PLAN PREPARED BY:

BUBA'S ENGINEERING SERVICES
 600 JEFFERSON AVE. TOLEDO, OHIO 43604
 PHONE: (419) 936-2875 FAX: (419) 936-3737

REGISTERED ARCHITECT/ENGINEER/SURVEYOR



ADJACENT OWNER
 ROSES' DOG GROOMING
 4090 HARVEST ST.
 TOLEDO, OH 43623
 PARCEL # 2215791
 ZONING R8B-SINGLE FAMILY

ADJACENT OWNER
 GEORGE C. FRANCIS
 4718 MONROE ST.
 TOLEDO, OH 43623
 PARCEL # 2291031

ADJACENT OWNER
 LOCAL HOUSE OF PANCAKES,
 P. O. BOX 1221
 TOLEDO, OH 43613
 PARCEL # 2215664
 ZONING CR-REGIONAL COM.

ADJACENT OWNER
 MOE'S FINE JEWELRY
 4100 HARVEST LANE
 TOLEDO, OH 43623
 PARCEL # 2215773
 ZONING CR-REGIONAL COM.

*Numbers in red correspond to the requirements found on pages 1 & 2 of this guide

SITE PLAN SUBMISSION CHECKLIST

(Please attach completed sheet with your site plan submission)

The following information must be included with the submission of a site plan:
*Numbers in bold correspond to the requirements found on pages 1 & 2 of this guide

- Letter of Submittal (#1)***
- Letter of Intent (SUP submittal only)
- Contact Information
- Legal Description (#3)***
- Electronic Word Format Version – E-mail or CD
- Plans (#7)***
- 10 Copies of Site Plan to Scale – 24”x 36” Preferred
- 3 Copies of Building Elevations – *If Applicable*
- 3 Copies of Landscape Plan to Scale – *If Applicable*
- 1 Site Plan, Elevation & Landscape Plan Reduction 8½”x 11” or 11”x 17” – *If Applicable*
- Electronic PDF Copy of Site Plan – E-mail or CD
- Site Plan Drawing Details - Required**
- Title Indicating Case Type (#2)*
- General Location Map – Major Roadways (#4)*
- Engineering Scale With Reference (#5)*
- North Arrow – Proper Orientation (#6)*
- Zoning Classifications & Existing Uses – Site & Adjacent (#8)*
- Building / Driveway Locations – Opposite & Adjacent (#9)*
- Location & Dimensions of Property (#10)*
- Location & Dimensions of Existing & Proposed Buildings (#11)*
- Distance of all Structures from Right-of-Way, Side, & Rear Lot Lines (#13)*
- Adjacent Streets – Right-of-Way & Pavements Widths (#14)*
- Location & Width for all Frontage Greenbelts & Landscape Buffers (#16)*
- Location & Width for all Sidewalks / Drive Aprons (#18)*
- Location of Existing / Proposed Parking Spaces & Drive Isles – With Dimensions (#23)*
- Site Plan Drawing Details – If Applicable**
- Building Removals & Alterations (#12)*
- Location, Height, Material for all Fencing / Decorative Walls on Property (#15)*
- Location, Height, Dimensions – Existing / Proposed Signage on Property (#17)*
- Location of Natural Features – 100-Year Floodplain Information (#19)*
- Storm Water Drainage / Detention Information (#20)*
- Existing & Proposed Utilities (#21)*
- Location & Dimensions of Pedestrian Walkways (#22)*
- Location of Lights & Light Fixtures (#24)*
- Location of Proposed Drive-Up Windows – With Stacking Information (#25)*
- Location & Purpose of Any Easements on Property (#26)*

I acknowledge that all of the above information has been included on the site plan per the City of Toledo Site Plan Requirements Guide. I recognize a failure to include any of the above information may result in a denial of this application or a delay in processing.

Signature

Print Name

Date