



PLANNING AND ZONING SITE DEVELOPMENT CHECKLIST COMMERCIAL PROJECTS

Project: _____
Applicant: _____
Date: _____

I. Planning Requirements

_____ **Pre-Application Meeting** - Owner/Developer of proposed development to meet with Planning & Zoning Director and other pertinent staff to discuss the project and development standards.

_____ **Comprehensive Land Use and Development Plan & Growth Management Assessment and Strategy**
The Comprehensive Land Use and Development Plan and Growth Management Assessment and Strategy guides future development in the City. Developments and zone changes must achieve compliance with the Future Land Use Plan and Growth Management Assessment and Strategy. Also, developments are reviewed and need to be in compliance with the following infrastructure components of the comprehensive plan:

_____ **Access Management Plan** – The document serves as guide for the future development and access to major roadways in and around Pickerington.

- **Transportation Impact Study** – The City will determine if a transportation impact study is required based on the size, location and amount of traffic a development will generate and how it will impact the existing transportation system. The City Engineer will review the study at the expense of the owner/developer.

The City consults its engineering services to W.E. Stilson Consulting Group (614-847-4670). The applicant/developer will be responsible for the cost of any engineering review or studies required by City staff or City Commissions/Committees during the planning and zoning process.

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_____ **Sanitary Sewer Service Area** – Identifies the entity that would serve the sanitary needs of the development.

- Fairshare Requirement – The owner/developer may be required to reimburse the City for the extension of sanitary sewer service to the subject property.

_____ **Water Service Area** - Identifies the entity that would serve the water needs of the development.

- Fairshare Requirement - The owner/developer may be required to reimburse the City for the extension of water service to the subject property or be required to deposit the cost of future improvements into an escrow account if the City is planning to upgrade water service in the near future.

_____ **Storm Sewer Service Area** - All developments in the City shall meet the storm sewer requirements

- Fairshare Requirement - The owner/developer may be required to deposit the cost of future improvements into an escrow account if the City is planning to improve the storm water service in the near future.

_____ **Bicycle and Pedestrian Facilities Master Plan** – The owner/developer may be required to construct bike paths or dedicate easements for a bike path within the subject property.

_____ **Impact Fees** – Ensures that new residential and non-residential development contributes its fair and proportionate share towards the costs of public facilities reasonably necessitated by such new development. Parks and recreation, police, government and streets are the public facilities that warrant impact fees. The impact fees shall be collected prior to the issuance of building permits.

_____ **Residential Development** - Parks and recreation, police, government and street impacts fees are based on two dwelling type categories: single family dwelling and all other residential uses. See chapters 1486.09-1486.12 for the exact fee schedules.

_____ **Non- Residential Development** – Police, government and street impact fees are based on six development types and gross square footage of the proposed building. The development types are commercial, office/institutional, business park, light industrial, warehousing and manufacturing. See chapters 1486.10-1486.12 for the exact fee schedules.

II. Zoning Requirements

Zoning Ordinance and Map

Zoning is the basic means of land use control in the City of Pickerington. The ordinance imposes different land use controls on each district, specifying permitted and conditional uses, building and parking setbacks, parking requirements and other development standards. The zoning map shows the boundaries of each district. The subject site must be zoned properly for the proposed use or a zone change is required. See Table I for permitted uses for each zoning district. Copies of the City's Zoning Ordinance and Map are available for purchase through the Planning and Zoning Department.

Certificates of Appropriateness (See Appendix IV) – Zoning certificate approval requires that all new construction and alterations to commercial and industrial properties obtain Certificate of Appropriateness's (COA) for building materials/site plan, landscaping, lighting and signage. Also, any construction in Olde Downtown Village District requires a COA . The Planning and Zoning Commission reviews COA applications at their monthly meeting

Building Materials/Site Plan – (See Appendix IV-V&VI – Building Exterior Façade Materials Guidelines and Building Massing)

- Access Plan and Traffic Circulation
- Building and Parking Setbacks
- Off-street Parking and Loading
- Interior and Perimeter Landscaping Areas
- Dumpster Screening
- Exterior building elevations depicting massing, material type and colors.
- Brick, stone and wood elevations are required.
- Roofs profiles shall be gable, hip, gambrel, hip gable and dormer style.

The City retains a consultant for architectural review services and the applicant/developer will be responsible for the cost of any architectural review or studies required by City staff or City Commissions/Committees during the planning and zoning process.

_____ **Landscaping** – (See Chapter 1296.01 and Appendix IV-VII-A - Site Considerations)

- Landscaping and buffering standards per Chapter 1296.01 and Appendix IV-A (Site Considerations) shall be met for compliance.
- Landscape Plan depicting location of all proposed landscaping including botanical and common name of plantings, installation size, on center planting dimensions and quantities for all plantings uses.
- Tree Preservation Ordinance – All trees that are six inches or greater in caliper shall be depicted on a site plan. If trees are removed they shall be replaced per a tree replacement formula. See Chapter 1266 for more details.

_____ **Lighting** – (See Appendix IV-VII-D -Site Considerations)

- Lighting plans showing building location, vehicular use layout, building entrances, pedestrian pathways, location and size of all luminaries, controls, electric transformers, cut sheets (catalogue information including styles) and lighting calculations showing iso-footcandle plots and/or point footcandle layouts for all luminaries and light poles.

_____ **Signage** – (See Chapter 1290 and Appendix IV-VII-E - Site Considerations)

- Elevation depicting location, size, material type, color and contents of sign required.
- Comprehensive sign plans that include ground and wall signs are encouraged.

Revised January 28, 2008