

**DEVELOPMENT PLAN APPLICATION
(Preliminary and/or Final
(PB-3 and PMUD)**

COMMUNITY DEVELOPMENT DEPARTMENT, UPPER ARLINGTON, OHIO
UDO 4.05(G), 4.07(G) & 5.04

Filing Date:	Application No.:	Filing Fee: Preliminary or Final Development Plan: \$2,000 FDP Amendment: \$1,000	BZAP Meeting Date:
Submission Requirements: EXHIBIT A: Notification list for all property owners within 100 feet of any and all property boundaries. EXHIBIT B: 15 Copies of a Site Plan drawn to scale (see attached for information required)			
Indicate Development Plan Request: <input type="checkbox"/> Preliminary Only <input type="checkbox"/> Final Only <input type="checkbox"/> Combined Preliminary and Final <input type="checkbox"/> Amendment			
Name of Final Development Plan (if applicable):			
Property Location:			
Property Owner Name:		Contractor Name:	
Owner Address:		Contractor Address:	
Email Address:		Email Address:	
Owner(s) Phone No.:		Contractor Phone No.:	
Applicant Name:		Architect/Engineer(s) Name:	
Applicant Address:		Architect/Engineer Address:	
Email Address:		Email Address:	
Applicant Phone No.:		Architect/Engineer Phone No.:	
Present Land Use:		Proposed % Development Coverage:	
Proposed Land Use:		Proposed Total SF of All Buildings:	
No. of Acres:		Proposed Building Height:	
Subdivision name (if applicable):		Proposed Building Setback from ROW:	
Tax Parcel I.D. No(s):		No. of Parking Spaces:	No. of Loading Spaces:
Explain how this plan is consistent with the intent and purpose of this ordinance: (attach additional pages as necessary)			
Explain why there are no adverse impacts on the surrounding neighborhoods: (attach additional pages as necessary)			
Explain how this proposal meets the goal and objectives of the Upper Arlington Master Plan: (attach additional pages as necessary)			
Explain how the proposed development will comply with the performance standards listed in the Unified Development Ordinance: (attach additional pages as necessary)			

I (WE) UNDERSTAND THAT THE APPROVALS GIVEN IN RESONSE TO THIS APPLICATION ARE NOT A SUBSTITUTE FOR OTHER PERMITS REQUIRING SEPARATE APPLICATIONS (E.G. BUILDING, PLUMBING, ELECTRICAL, ETC.) I (we) certify by signature below that the information contained in this application and Exhibits attached hereto is a true and accurate representation of the facts applicable to this request.

Signature of Applicant:	Date:
Signature of Property Owner:	Date:

**EXHIBIT B:
PRELIMINARY and FINAL DEVELOPMENT PLANS
{Submittal Requirements}**

See the City's [Master Plan](#) and [Unified Development Ordinance](#) online at www.uaoh.net in the Guiding Documents section.

Note1: Preliminary and Final Development Plan submittals may be combined as one submittal.

Note2: Each of the following items must be addressed by the plans submitted. If any item is not applicable, please note as such in writing.

Note3: Electronic submittals are encouraged.

PRELIMINARY DEVELOPMENT PLAN

1) General Supporting Statement Narrative explaining at a minimum:

- What is being proposed and why
- The existing and intended use of all parts of the land or buildings
- The development proposal in context to existing structures on the property and adjoining properties
- The approximate allocation of land use by acreage and type
- The population estimate of the project build-out
- The number of employees

2) Existing Conditions Map @ 1"=20' showing at a minimum:

- The actual dimensions of the lot
- The exact size and location of all buildings on the lot
- The location of existing pavement and access ways
- Existing lighting and landscaping
- Existing topography
- Existing utilities

3) Proposed Site Plan @ 1"=20' showing at a minimum:

- Site open space allocation or other land to be dedicated or reserved
- Site grading
- Sidewalks
- Walls/fences
- Ancillary structures
- Setbacks from all rights-of-way
- Parking allocation
- Parking lot screening
- Parking lot landscaping
- Off-street loading
- Vegetation to remain
- Trash dumpsters
- The building envelope as created by zoning and platted setback requirements
- The proposed new construction and/or use

4) Engineering feasibility reports from a Civil Engineer addressing provisions for:

- Water and sanitary sewer supply
- Storm water detention
- Soil and erosion control measures

5) Site Statistics:

- Total lot area
- Percentage of total lot area covered by buildings
- Percentage of total lot area covered by a combination of buildings and all other impervious surfaces
- Open space remaining
- Number of parking spaces provided if applicable
- Building height in stories and feet proposed

6) Other information to be submitted shall include:

- Building elevations @ 1/8"=1'-0"
- Floor plans @ 1/8"=1'-0"
- Proposed exterior materials (structure materials and color)
- Conceptual architectural design and landscaping plan @ 1"=20'
- The proposed sight lighting plan including cut sheets and photometric studies
- Such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of the UDO.

FINAL DEVELOPMENT PLAN

Submit all of the above and the following:

1) Boundaries of the Tract:

- North orientation
- Property boundaries and dimensions including all perimeter streets and rights-of-ways
- Area of tract in square feet and acres
- Right-of-way designations
- Easements

2) Public Utility Services:

- Storm line schematic plan
- Sanitary line schematic plan
- Water line schematic plan
- Fire hydrant plan
- Electric line schematic plan

- Gas line schematic plan
- Cable TV schematic plan
- Telephone line schematic plan

3) Comprehensive Plans For:

- Landscaping – Include locations, sizes, and species of all street trees, parking lot islands, façade plantings and parking lot buffers as outlined in UDO Article 6.07.
- Outdoor Lighting – Include specifications on fixtures and light standards, as well as site photometrics. All fixtures are to be “full cut-off” and should be energy efficient. All standards are outlined in UDO Article 6.08.
- Signage – Include a graphics plan demonstrating the types, styles, locations, colors, illumination, sizes, and renderings of all signage. If site is in a PMUD district, UDO Article 6.06 should be used as a reference.

4) Engineering

- Grading plan including storm drainage by a licensed civil engineer
- Engineering plans for sanitary sewer, storm sewer and pavements by a licensed civil engineer
- A plat of the proposed development area showing street right-of-way, subdivided and common land and easements in accordance with the requirements of the UDO which shall be in form for recording

5) Other information to be submitted shall include:

- Location of Existing Individual Trees with calipers 6” or greater and Tree Masses that will Remain
- Location, Dimensions, Elevations, Colors, Materials and Illumination of all Signs
- Legal Description
- Statement regarding public or privately owned nature of utilities
- The location and dimensions of rights-of-way, easements and all lands to be dedicated to the City or reserved for specific uses
- Location of proposed construction limits and areas to remain undisturbed
- Longitudinal and transverse cross-sections through the building at its tallest point. These sections shall include contiguous property and their principal buildings to illustrate neighboring height relationships at no less than one inch equals 40 feet
- A text describing the character of the proposed development and includes standards that are supplemental to, and supportive of, the development standards contained within in this Ordinance

Development Plan Request General Information

Planned Shopping Center District (PB-3)

Purpose: Is to allow retail business or service establishments that supply commodities or perform services primarily for residents of the community on a day-to-day basis within an integrated shopping center design. Permitted uses generally include, but are not limited to, retail and personal services, offices, restaurants, child day care centers, department stores, groceries, and supermarkets.

Planned Mixed-Use District (PMUD)

Permitted and Conditional Uses: Permitted and conditional uses for the mixed-use districts are listed in Table 5-D, Mixed Uses.

Development Standards: Development standards for each of the Commercial Districts are listed in Table 5-G, Commercial Development Standards.

Purpose: It is the purpose and intent of Planned Use Districts to implement the goals, policies, and strategies of the Master Plan by allowing a mixture of residential, office, and commercial uses in a high quality urban environment. This type of development pattern was recommended in the Master Plan for seven specific areas of the City. Other areas of the City may be considered for Planned Mixed-Use designation if the development meets the guidelines established in Article 7.0. These seven areas, or Planned Mixed Use Districts are further described in Volume 2: Study Areas Report of the Master Plan.

Criteria: In order to be eligible for approval under this section, a proposed development must meet all of the following criteria:

Design: The property shall be situated within a study area as identified in Volume 2: Study Areas Report of the Master Plan. Each study area shall include: Mixed use centers with vertical and horizontal integration of office, residential, and retail functions; Prominently located civic spaces and uses that also serve as a gathering place for residents and visitors; Increased floor area and higher intensity use of land to create vitality and enhance real property values; Emphasis on office use within a mixed-use district; Enhanced physical image to compliment the character of Upper Arlington's oldest residential neighborhoods; Interconnected uses with pedestrian and vehicular links to adjacent neighborhoods; and, Demonstrated consistency with the design guidelines outlined in Article 7.

Focus: The proposed development shall, in general, be consistent with the Master Plan recommendations for each study area, shall have a strong pedestrian orientation, and shall be of overall economic and aesthetic benefit to the community. The design of each development shall also adhere to its recommended focus.

Timing: It is expected that individual development projects will only address one geographic portion of a Planned Mixed-Use District (PMUD). In those areas, the development should address the City's intent for a particular PMUD, but it may propose a portion of a PMUD that fits within the overall concept and the Study Area Plan.

Standards for Approval

The following standards shall be considered in the review of Development Plan applications:

1. That it fully complies with the applicable requirements of this Ordinance;
2. That it adequately protects other property or other uses located on the same property;
3. That it is consistent with other development on nearby property;
4. That it provides safe conditions for pedestrians or motorists and prevents a dangerous arrangement of pedestrian and vehicular ways; and,
5. That it provides safe ingress and egress to emergency vehicles on the site.

General Statements

- After the Final Development Plan has been approved by BZAP, and in the course of carrying out this plan, adjustments or rearrangements of buildings, drives, parking areas, recreation areas, entrances, heights, yards or similar modifications, may be requested by the proponents. The Director of Development shall review amendments to major site plans if the change involves 25 percent or less of the original floor area, not to exceed 10,000 square feet. Amendments to major site plans exceeding 25 percent of the floor area, or 10,000 square feet, shall be reviewed by BZAP.
- Relative to the approval process, each Preliminary and Final Development Plan must be approved through the same process.
- The Final Development Plan as approved by BZAP shall constitute an amendment to the Upper Arlington Zoning Map as it applies to the land included in the approved amendment. Detailed Site Plan approval is assured based on good faith compliance with the approved Development Plan. The approval shall be for a period of two years to allow for the submission of a Certificate of Zoning Compliance. Unless the required Zoning Compliance is properly submitted and approved within the two-year period, the approval shall be voided and the land shall revert to its last previous zoning district, unless an application for time extension is submitted and approved.