
ZONING COMPLIANCE PLAN CHECKLIST (Updated 03/26/2018)

Now that your project has been approved by Sycamore Township, your next step is to submit a Zoning Compliance Plan for staff review. There are no applications or fees due for a Zoning Compliance Plan submittal. A Zoning Compliance Plan is the official recorded document that the Township will keep on file permanently. It is required prior to the issuance of any permits. All items should be submitted within (30) days of approval or within the timeframe determined by the zoning staff. Failure to do so may delay the permit process.

Submit two sets 11" X 17" format, one set 24" X 36" format and one electronic file of the Zoning Compliance Plan containing the following information:

- 1. Identification**
 - a. Each sheet must be titled "Zoning Compliance Plan" with the name of the project, case number and subtitle of the particular drawing.
 - b. Each sheet must contain a sheet number and the total number of sheets being submitted.
 - c. Each plan must be submitted as its own page.
 - d. The Zoning Compliance Plan shall show all conditions that were placed on the site as part of the approval process.
 - e. The cover sheet should include the case number, resolution number with conditions listed, and Acceptance of Zoning Conditions for Approval which should be signed by the property owner and notarized.

- 2. Existing Site Plan**
 - This page must contain a site plan of the property as it exists today, prior to any construction to the site.

- 3. Approved Site Plan Layout**
 - This page must contain a site plan of the property with the approved proposed improvements listed. Any and all conditions that were placed on the site must be indicated on this page.

- 4. Site Grading Plan**
 - Indicate proposed contours in solid lines at five (5) feet intervals or less; and existing contours in dashed lines. Use two (2) feet intervals where necessary to adequately indicate storm drainage.

- 5. Site Utility Plan**
 - This page must contain a site utility plan that accurately illustrates gas, electric, phone, water, sewer and/or easements of the property with the proposed improvements listed.

- 6. Site Lighting & Signage Plan**
 - Specify the location, dimensions, details, and specifications for all signs, exterior lights, and bases including height, type of materials, radius of lights, and intensity in foot candles. This should also include photos of the exterior lights and bases sheet as well as shielding if applicable.

- 7. Site Landscape Plan**
 - A landscape plan for interior and perimeter buffers and other required areas shall be prepared by a registered landscape architect, complete with all necessary details and specifications including species, size (diameter) and quantity for new landscaping features, a depiction (size and species) of existing landscaping and tree masses that are to remain, if used as credit toward buffering, and specifications for soil erosion and sedimentation control.

- 8. Site Parking Plan**
 - A parking plan of the property shall contain the proposed improvements listed, including a parking analysis table, aisle dimensions, number of parking spaces, dimensions of stall, curb or parking stops, curb cuts, paved areas including the walkways. Complete and submit the ISR worksheet showing existing and proposed ISR.

- 9. Floor Plans and Elevations**
 - Submit typical floor plans and elevations of the proposed improvements with net and gross square footage of space.

- 10. Site Elevations**
 - This page contains a hard lined color rendering of the proposed elevations and/or improvements to the site including a description of the building materials used, including all sign elevations and dimensions.

**SYCAMORE TOWNSHIP
ZONING COMPLIANCE PLAN
FOR**

_____ **put the address of the project here** _____

Vicinity map of project
placed here

Date:

Case No.:

**Zoning Compliance Plan for:
Name of the project**

Address
City, State, Zip

Owner:

Name
Address
City, State, Zip

Architect:

Name
Address
City, State, Zip

Engineer:

Name
Address
City, State, Zip

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Sycamore Township Zoning Commission Case No.:
Sycamore Township Resolution No.:
Conditions:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Deed of Acceptance

The owner of the premises shown hereon does hereby make the following declarations which shall be deemed as covenants and/or as conditions and shall run with the land and shall be binding upon the owner, heirs, executors, administrators and assigns and are imposed upon within described tract(s) of land as an obligation or charge against the same, as a general plan for the benefit of the said tract(s) of land. The tract of land show hereon is developed under a plan as specified in the Sycamore Township Zoning Resolution, adopted November 19, 1999, and hereby has been subsequently updated. Said entire tract of land and improvements there on shall remain in a single ownership and no part here shall be sold or divided into individual lots or tracts until such time as the owner of said entire tract shall conform in all respects to the then existing rules and regulations as provided in the Sycamore Township Zoning Resolution. We the undersigned do hereby adopt and conform the plan of development as shown hereon for the purposes indicated and agree to comply to all terms, restrictive covenants and conditions included as part thereof.

Property Owner Signature & Date

Notary Seal and Signature Required

(This Deed of Acceptance must be notarized before it will be accepted into our offices)

PARKING ANALYSIS WORKSHEET

Dear Applicant,

The purpose of this worksheet is to help prevent or alleviate the congestion of the public street, to minimize any detrimental effects of vehicular use areas on adjacent properties and to enhance vehicular use areas. The off street and loading requirements of Chapter 12 of the Sycamore Township Zoning Resolution shall apply to any application permit for the construction of a new building. For an alteration, addition or change of use of an existing building; or for an alteration, development or change of land use that requires more parking; or for changes to the capacity of an existing parking area or parking structure the off street parking and loading requirements this application shall apply only to the area of the alteration, addition or change of use.

Parking Analysis

For the project address located at: _____
Sycamore Township, OH

1. Building footprint is _____ square feet
2. Number of existing parking spaces _____
3. Zoning district _____
4. Number of parking spaces required _____
5. Proposed use _____

Computation of Required Spaces

The following provision shall govern the computation of the number of off-street parking spaces required.

- (a) Fractions. When determination of the number of required parking spaces results in the requirement of a fractional space, any fraction $\frac{1}{2}$ or less shall be disregarded and any fraction over $\frac{1}{2}$ shall require one (1) parking space.
- (b) Bench Seating Calculation. In stadiums, sports arenas, churches and other places of assembly in which patrons or spectators occupy benches, pews or other similar seating facilities, each twenty inches (20") of such seating facilities shall be counted as one (1) seat for the purpose of determining the requirement for off-street parking facilities,
- (c) Use of Maximum. When parking spaces are required on the basis of the number of faculty, staff, students or employees, the maximum number present at any one time shall govern.
- (d) Interpretation. For uses not expressly listed in Table 12-9, found at the end of Chapter 12 of the Sycamore Township Zoning Resolution, parking spaces shall be provided on the same basis as required for the most similar listed use as determined by the Administrative Official and as adopted by the Sycamore Township Zoning Commission Policy for that specific use.

Impervious Surface Ratio (ISR)

- **What is an Impervious Surface?**

An impervious surface area includes any hard-surfaced, man-made area that does not readily absorb or retain water, including but not limited to building roofs, parking and driveway areas, sidewalks and paved recreational facilities. The Impervious Surface Ratio (ISR) equals the total area of impervious surfaces divided by the net area (excluding right-of-way) of the lot.

- **How is Impervious Surface Ratio Used?**

The Impervious Surface Ratio is a performance standard used to measure development intensity on a particular site. It is used to encourage landscaping and buffer areas in the Township and to help preserve the character and value of surrounding properties. The ISR worksheet must be completed and the calculations included on the zoning certificate application form when applying for any non-residential use. Generally, Impervious Surface ratios are divided into three intensity groups:

Intensity Category	*Intensity Threshold	Zoning Process
Low Intensity	Maximum ISR .50	Zoning Certificate
Moderate Intensity	Maximum ISR .65	PUD I
High Intensity	ISR over .65	PUD II

*Intensity thresholds for some uses may vary from those thresholds depicted above. Refer to Table 3-2 for specific zone uses.

As shown above, a Low intensity, permitted, non-residential use (with an ISR of less than .50) may apply directly for a zoning certificate, whereas a Moderate or High intensity, permitted non-residential use (with an ISR greater than .65) would first request a PUD I administrative approval before the Zoning Commission. If identified as a PUD II, the application must be heard before the Zoning Commission for a recommendation to the Township Board of Trustees for final review.

- **How do I calculate the Impervious Surface Ratio?**

A worksheet has been provided on the reverse side of this form to help calculate the ISR.

IMPERVIOUS SURFACE RATIO WORKSHEET
(Method of Calculation)

IMPERVIOUS SURFACE: Any hard-surfaced, man-made area that does not readily absorb or retain water, including but not limited to building roofs, parking and driveway areas, sidewalks and paved recreational facilities.

IMPERVIOUS SURFACE RATIO (ISR): The total area of impervious surfaces divided by the net area (excluding right-of-way) of the lot.

LOT AREA: The total horizontal area included within the lot lines of the lot. No public right-of-way or access easement for a public street or handle of a panhandle lot shall be included in the calculation of the lot area, nor shall the public right-of-way cross the lot area.

Site Identification _____

Lot Area _____ square feet

Impervious Surfaces:

1. Building footprint _____ sq.ft.
2. Parking & Drive areas _____ sq.ft.
3. Access easements _____ sq.ft.
4. Walkways _____ sq.ft.
5. Other _____ sq.ft.

Total Impervious Surfaces: _____ sq.ft.

_____ divided by _____ = _____
Total Impervious Surface Lot Area Impervious Surface Ratio %

I, _____ (Signature) certify that the calculations submitted above for the Impervious Surface Ratio are accurate and complete to the best of my knowledge.

Date _____

Please attach your business card or submit your complete name, address and telephone number, fax and e-mail in the space below.

In the event that there is a conflict of information contained herein,
the adopted Zoning Resolution shall apply.