

City of Loveland  
 Building & Zoning  
 120 W. Loveland Ave.  
 Loveland, Ohio 45140  
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 O-513-683-0150  
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**Application to appear before the Planning & Zoning Commission**

Location \_\_\_\_\_ Date \_\_\_\_\_

Reason for Appearing \_\_\_\_\_

	NAME	ADDRESS, CITY, STATE, ZIP	PHONE/FAX
OWNER			
CONTRACTOR			
CONTACT PERSON			

The Planning & Zoning Commission meetings are held on the first Monday of every month. The meetings start at 7:30pm. The applicant shall submit seven (9) copies of the following to the Building & Zoning Department, three (3) weeks prior to the third Monday of the month, for review and scheduling.

- (a) All information required for a site plan review as established in Section 1111.09(b).
- (b) Color photographs or digital images of the existing structure or site from all sides.
- (c) A written description detailing the existing use(s) of the property and the proposed uses for the site or structure.
- (d) A site plan depicting all existing and proposed wooded areas and landscaping. The wooded areas and landscaping may be illustrated on the overall site plan or on a separate landscaping plan.
- (e) Architectural renderings or drawings shall be submitted indicating elevations and details to demonstrate compliance with the LMO regulations. Plans shall provide sufficient detail to illustrate size, material, color, proportion, and appearance of all proposed site features such as walls, fences, signs, bollards, and site furnishings.
- (f) A color rendered elevation of all new signs, sign structures, and awnings shall be included that shall illustrate the placement, size, color, and style of any graphic treatment to be affixed or painted on the structure or site. The Planning and Zoning Commission may approve an application without a rendered elevation of signs if the tenants of the proposed space are unknown at the time of the application. Such tenants or the property owner shall be required to submit information on any proposed sign for review for compliance per Section 1157.03 prior to occupancy.
- (g) Building material and color samples shall be submitted with the application. The samples will be retained by the Zoning Administrator until the project is completed to ensure compliance with the Planning and Zoning Commission's approval.

1111.09(b) Contents of Site Plan		
Yes	No	Na
		1. The total area in the development.
		2. The existing zoning of the property in question and/or all adjacent properties.
		3. All public and private right-of-way and easement lines located on or adjacent to the property which is proposed to be continued, created, relocated or abandoned.
		4. Existing topography with a maximum of ten foot contour intervals.
		5. The proposed finished grade of the development shown by contours not larger than five feet.
		6. The locations of all existing and proposed buildings in the described parcels, the uses to be contained therein and the total number of buildings including dimensions, heights, gross floor area and number of stories.
		7. Location and dimension of all curb cuts, driving lanes, off-street parking and loading areas including the number of spaces, angles of street grades, surfacing materials, drainage plans, and illumination of facilities.
		8. All sidewalks and other open areas.
		9. Location of all walls, fences, and buffer yards.
		10. Location, size, height, colors, typeset, materials, lighting, and orientation of all signs.
		11. Location of all existing proposed streets, highways and alleys.
		12. All existing and proposed water and sanitary sewer lines indicating pipe sizes, types and grades.
		13. The schedule of phasing of the project.
		14. Such other information as required by the Planning and Zoning Commission to determine the conformance with this Zoning Code.