



**DEVELOPMENT PLAN**  
**CONDITIONAL USE (NEW OR EXPANDED STRUCTURE)**  
**MODIFICATION TO DEVELOPMENT PLAN**  
**REQUIRED INFORMATION FOR APPLICATION SUBMITTAL**

- 1) Completed Pre-Development Meeting (required unless waived by Director). Send an email to [planning@delawareohio.net](mailto:planning@delawareohio.net) to schedule a pre-development meeting.
- 2) In the case of development plan modifications, the Director shall determine the level of review required based on Section 1129.04(i) of the Zoning Code. Some of the below items may not be required in the case of an incidental or minor modification. Please contact [planning@delawareohio.net](mailto:planning@delawareohio.net) prior to submission of any modification.
- 3) *Engineering requirements, prior to submission of this Development Plan Application (may not be required for Minor or Incidental Modifications). Both an electronic copy and hard copy of all plans shall be submitted to Public Works Engineer Division. Electronic copy shall be emailed to [EngLandDev@delawareohio.net](mailto:EngLandDev@delawareohio.net); 1 (one) hard copy delivered to the Public Works Department, ATTN: Land Development Section, 440 E William St, Delaware, Ohio 43015.*
  - a) *One copy of a detailed site plan shall show the following required information. Information may be shown on one drawing or may be separated into more than one drawing for purposes of legibility and clarity. Drawing sheet sizes shall be 22" x 34". Only engineering scales are permitted.*
    - i) *Proposed public and/or private streets and vehicular access ways including curb and gutter, street width, right-of-way width and street names.*
    - ii) *Proposed stormwater management facilities and outlet points.*
    - iii) *Proposed sidewalks, walkways, pedestrian paths, and bike paths with widths of each.*
    - iv) *Offsite extensions of water, sanitary, or storm*
    - v) *Proposed roadway improvements of existing streets within or adjacent to the project area.*
    - vi) *Phase lines with description, if applicable*
    - vii) *Fire Truck Turning Exhibit*
  - b) *Completed and reviewed Preliminary Stormwater Management Report demonstrating adequate discharge and compliance with the Engineering Design Standards (EDS), if deemed required during the pre-application meeting.*
  - c) *Traffic Impact Study (TIS) submitted, per the EDS or if deemed required during the pre-application meeting.*
  - d) *A plan for mitigation of environmental impacts in accordance with section 1129.16 of the Zoning Code.*
- 4) One copy of the attached application form which includes:
  - a) Applicant(s) name, address, phone number.
  - b) Name, address, phone numbers of all owners of the property.
  - c) Signature by applicant.
  - d) If the applicant is not the property owner, submit current notarized written statement signed by property owner(s) appointing applicant as owner's agent (form attached).
  - e) Name, address, phone number, e-mail address of contact person for information and questions.
  - f) Name, phone number, e-mail address of Engineer, Attorney, and/or Architect if applicable.
- 5) A written and signed "letter of intent" establishing intentions as to development of the property, including existing and proposed use(s) of the property, and a detailed listing of the common ownership or unified control of the entire property or properties included in the proposed development.
- 6) One copy of a detailed site plan shall show the following required information (may be shown on one drawing or may be separated into more than one drawing for purposes of legibility and clarity. Drawing sheet sizes shall not exceed 22" x 34". All plans shall be at a scale of 1" = 20');

- a) The location, dimensions, outline, height, gross floor area, type of use, and entrances of all structures. Total gross square footage of all structures shall be listed on the plan sheet. (If single family only, show maximum outline of building area for each lot.)
  - b) Proposed public and/or private streets and vehicular access ways including curb and gutter, street width, right-of-way width and street names.
  - c) Proposed sidewalks, walkways, pedestrian paths, and bike paths with widths of each.
  - d) Proposed widening of existing streets including turn lane improvements within or adjacent to the project area.
  - e) Proposed vehicular parking areas including parking lot striping, parking space dimensions, accessible parking space locations and dimensions, location, and width of points of ingress and egress, location and width of all parking access aisles, location and dimensions of all fire lanes and location of "Fire Lane - No Parking" signs. The total number of parking spaces proposed shall be listed on the plan sheet.
  - f) Proposed parkland, recreation facilities and recreation areas.
  - g) Distances of setbacks of all structures from project boundaries, from proposed property lines, from streets and parking areas, and between structures.
  - h) Distance of setbacks of all parking areas from structures and property lines.
  - i) A photometric plan including cut sheets. Proposed exterior lighting including location, type, and height of lighting sources for buildings, parking areas, streets and access ways and landscaped areas, in accordance with Chapter 1158 of the Zoning Code.
  - j) Proposed landscaping plans including the boundaries and total area (square footage) of all landscaped areas, the location, type, size and height of all landscaping vegetation and all natural materials screening devices, plus location, type and height of all manmade materials used for screening and buffering devices, in accordance with Chapter 1166 of the Zoning Code.
  - k) Tree canopy management plan and other materials required in accordance with Chapter 1168 of the Zoning Code.
  - l) Total amount of open space (area not covered by impervious surfaces) and its percentage of development area for each phase of the development shall be listed on the plan sheet.
  - m) The proposed final topography of the development site with contour intervals at two (2) feet.
- 7) One copy of color building elevations indicating true colors and materials of all exterior elevations.
  - 8) One copy of architectural elevations showing all sides of the proposed structure(s). Sizes shall be 22" x 34".
    - a) For residential PUDs all proposed models to be constructed should be included. Subsequent additions to model types or elevations shall be submitted as a modification to the development plan.
  - 9) A Community Impact Assessment in accordance with Chapter 1191 of the Zoning Code
  - 10) An electronic copy of all plans listed in #3 through #7 above either emailed to [Planning@delawareohio.net](mailto:Planning@delawareohio.net) or delivered to the department on a USB flash drive.
  - 11) Engineering requirements, concurrent with submission of Development Plan Application:
    - a) Both electronic and hard copy of all documents listed in the Engineering Design Standards (EDS), including Chapter 3 submission requirements, shall be submitted to the Public Works Department Engineering Division, emailed to [EngLandDev@delawareohio.net](mailto:EngLandDev@delawareohio.net), and hard copy documents delivered to the Public Works Department, ATTN: Land Development Section, 440 E William St, Delaware, Ohio 43015.  
 This includes, but is not limited to:
      - Signed and Sealed TIS
      - Signed and Sealed Site Improvement Plan
      - Signed and Sealed Stormwater Management Plan (SWMP)

- Signed and Sealed Site Improvement Plan, including stormwater tributary map(s)
  - Signed and Sealed Sanitary Plan, including sanitary tributary map(s)
  - Signed and Sealed calculations for storm sewer, pavement spread, sanitary sewer
  - Signed and Sealed water model
  - Mitigation of environmental impacts plan in accordance with Section 1129.16 of the Zoning Code
  - Fire Truck Turning Exhibit
  - Water appurtenances exhibit, demonstrating the proposed location of all tees, hydrants, and valves
- b) Engineering plan review fees will be invoiced upon official acceptance of the submitted documents and required materials. The fee schedule is established in [Section 197.02](#) of the City of Delaware Code of Ordinances
- 12) In Residential PUDs, recommendation by Parks Director on park land dedication requirement or payment of fees in lieu of land dedication. Applicant is required to indicate preference for land dedication, payment of fees, or a combination thereof, and to submit the plan to the Parks Board for feedback. Final determination is made by the Planning Commission.
- 13) For a Development Plan or Major Modification, a list of property owners located within the 200-foot buffer area from the Delaware County website. To obtain the list use the link: [Delaware County, Ohio Auditor GIS \(delco-gis.org\)](https://delco-gis.org). The *buffer* can be found in the upper right corner under *tools*.
- 14) Fees will be invoiced upon official acceptance of the application and required materials. Fees can be found in the fee schedule at [delawareohio.net/planning](https://delawareohio.net/planning).
- 15) A sign will be required to be posted on site as outlined in section 1129.04 of the Zoning Code at least ten days prior to the public hearing for a development plan or major modification to a development plan. The sign can be picked up at the Department of Public Works 440 E. William Street. The sign must be returned to the same address immediately upon final approval by Planning Commission or City Council to avoid replacement penalties or permitting delays.
- 16) Development Plans and modifications expire after one year from the date of approval if construction has not commenced. Please contact [planning@delawareohio.net](mailto:planning@delawareohio.net) prior to expiration to seek an administrative or Planning Commission extension per section 1129.12 of the Zoning Code.

Agent Form

The undersigned, owner(s) of the certain real property described in the attached application, do hereby appoint and expressly grant full authority to (Name of Agent) to act as the sole agent(s) of and on behalf of the undersigned in all matters related to and in connection with the attached application. The undersigned hereby consents and agrees to be bound by the application, by any agreement made by the herein named agent with the City of Delaware in connection with this same case, and by all decisions made by the City in connection with this same case.

_____	_____
Owner's Signature	Owner's Signature
_____	_____
Printed Name	Printed Name

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State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to or affirmed and subscribed before me by \_\_\_\_\_  
*Owner(s) Name(s)*  
this date of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Notary Printed Name

\_\_\_\_\_  
Commission Expiration Date

SEAL

