



PRELIMINARY & FINAL DEVELOPMENT PLAN SUBMITTAL CHECKLIST

Planning Commission meetings are the 2nd Wednesday of each month.

All plans shall be labeled and include the name of the development, developer, plan scale, plan date, date(s) of revisions, location key map, and north arrow on each page. **Plans shall include the information below, unless waived by the department for items determined to be unnecessary to the Development Plan applications.**

Fees and application due dates are below: (Cash or Check, Checks made out to City of Middletown)

Preliminary Development Plan Fee: \$300 - complete application is due 6 weeks before the meeting

Final Development Plan Fee: \$500 - complete application is due 3 weeks before the meeting

GENERAL SITE PLAN ELEMENTS	
	Existing conditions and site features drawn to scale, including rights-of-way, vehicular and pedestrian access points, all known easements, utilities, buildings and structures, pavement, topographical features, vegetation, bodies of water, and any other relevant existing site features
	Proposed site plan, including project area and dimensions, area of approved Development Plan and/or Site Plan with which the project is associated, and proposed vehicular and pedestrian lot and block access configurations

SITE DEVELOPMENT	
	Identify the zoning district and list the proposed uses, square footage of each use, and number of dwelling units (if applicable)
	Identify the required and proposed front, side, and rear building setbacks
	Identify the proposed height of all buildings and structures
	Identify the required and proposed side and rear pavement setbacks
	Identify the minimum required lot size and maximum lot coverage, and provide the existing and/or proposed lot size and proposed lot coverage
	Landscape plan, including location and type of all proposed shrubs, trees, and other live plant material. Indicate any proposed character elements, property perimeter and parking lot landscape buffering, use of mounding, interior landscaping, street trees, open space plantings, and other parking lot plantings. Include calculations for each requirement
	Location and size in acres or square feet of any areas proposed for dedication of land, public access easements, open space, and/or any outdoor plazas, squares, or greens accessible to the public
	Proposed recreation facilities or other improvements (parking, paths, etc.).

	Parking and loading location and layout, including all on-site, off-site, on-street and accessible vehicular spaces, all bicycle parking, parking lot islands, circulation aisles, and loading spaces
	Number of proposed signs and proposed locations, heights, and setbacks from property lines
	Proposed fences, walls, and screening methods, including types, materials, and locations
	Locations and dimensions of any other site improvements
	Planned and adjoining streets. Include existing and proposed streets located within 500 feet of the site
GRADING & UTILITIES	
	Site grading plan, including locations of existing drainage courses, floodplains, streams, and wetlands with elevations, and method of mitigation or protection
	Location(s) of sanitary sewers, existing and proposed
	Location(s) and size of existing and proposed water mains, well sites, water service and fire hydrants
	Location(s) of above and below ground gas, electric and telephone lines, existing and proposed
	Location(s) of transformers and utility boxes, and method(s) of screening
ARCHITECTURAL REQUIREMENTS	
	Roof plans, including slopes for pitched roofs and/or parapet roof height
	Building sections indicating story height
	Building façade elevations for all sides of all structures
	Building materials (primary and secondary) and colors labeled on all building elevations, including material specifications and percentage of materials applied to each façade of each building
	Conceptual floor plans

Please contact the Engineering & Building Inspections Departments for any additional review requirements and project permitting:

CITY ENGINEERING DEPARTMENT

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BUILDING INSPECTIONS DEPARTMENT

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