

City of Bellevue Site Plan Checklist

	Yes	No	N/A	
1.	___	___	___	Existing contours and elevations within 50' of proposed lot. (United States Geological Survey Elevations)
2.	___	___	___	Location and elevation of existing storm, sanitary and water line
3.	___	___	___	Location of existing pavement, curbs, curb cuts, etc.
4.	___	___	___	All lot lines, lot area / calculate square footage
5.	___	___	___	All structures on proposed site and any within 50' of lot lines
6.	___	___	___	Name, address of owner and adjacent subplot or parcel numbers
7.	___	___	___	Name, address of plan preparer
8.	___	___	___	Footprint of proposed structure
9.	___	___	___	Parking proposed / existing and handicap*
10.	___	___	___	Location of Structures from Lot lines, parking, etc.
11.	___	___	___	Floor elevation of all proposed structures; housing, garage, etc.
12.	___	___	___	Parking Lot elevations
13.	___	___	___	Proposed finish grades on Lot
14.	___	___	___	Storm sewer / calculations / 5-year storm
15.	___	___	___	Proposed sewer and water connections
16.	___	___	___	Proposed zoning and existing zoning use
17.	___	___	___	Existing and proposed fence and/or sign locations and size
18.	___	___	___	For all commercial, industrial and multi-family site plans, the State of Ohio requires these to be prepared and sealed by a Professional. Ohio Building Code and Ohio Fire Code MUST be followed.
19.	___	___	___	Sidewalks, Hard Surface Parking and all other Code Requirements must be met.
20.	___	___	___	Catch Basin and Sink Hole Details / Location of nearest Fire Hydrant
21.	___	___	___	Submit accurate and completed Building/Zoning Application & Drawing Form

Submit one (1) electronic set of site plans and one (1) full set of plans (sealed), to the City of Bellevue, by the 5th of the month to be placed on the agenda for the Planning Commission. In an attempt to make the reviewing of projects more effective and efficient, the City of Bellevue Dept. Heads will review the plans the first business day after the 5th and all comments will be forwarded to you to be addressed prior to the Planning Commission Meeting.

*To determine adequate and correct number of required hard surface parking spaces, please include # of full-time equivalent employees on maximum shift, square footage breakdown of existing and proposed structures (i.e. office area, manufacturing area, warehouse area, etc.)

UPON RECEIPT FROM THE STATE, A COPY OF APPROVED PLANS, WITH COMMENTS, MUST BE SUBMITTED TO THE CITY.