



DEERFIELD TOWNSHIP SITE PLAN SUBMITTAL GUIDE

THE FOLLOWING GUIDE OUTLINES SPECIFIC CONTENT NEEDED AT THE TIME OF SUBMITTAL FOR A COMMERCIAL SITE PLAN APPLICATION TO BE CONSIDERED COMPLETE AND ACCEPTABLE FOR REVIEW.

SITE PLANS

PLEASE PROVIDE SITE PLANS (NOT TO EXCEED 36" X 24") DRAWN TO SCALE WITH THE FOLLOWING INFORMATION AND ORDER:

1. TITLE SHEET *
2. EXISTING CONDITIONS SHEET
3. DEMOLITION PLAN (IF APPLICABLE)
4. SITE PLAN (INCLUDE THE ENTIRE PROPERTY AND/OR PROPERTIES)
5. GRADING & UTILITIES PLAN (MAY BE COMBINED WITH PROPOSED SITE PLAN IF IT DOES NOT CLUTTER THE DRAWING)
6. ELEVATION DRAWINGS (INCLUDE ALL ELEVATIONS: NORTH, EAST, SOUTH & WEST ALONG WITH BUILDING MATERIALS AND OVERALL BUILDING HEIGHT)
7. FLOOR PLAN (INCLUDE LAYOUT OF ALL FLOORS)
8. LANDSCAPE PLAN (INCLUDE A CHART IDENTIFYING THE PROPOSED SPECIES AND NUMBER OF PLANTINGS BEING INSTALLED)
9. PHOTOMETRIC PLAN (IF INSTALLING OUTDOOR LIGHTING)
10. DETAILS

* PLEASE ADD THE FOLLOWING APPROVAL SIGNATURES & EMERGENCY CONTACTS ON THE **TITLE SHEET**

APPROVAL SIGNATURES

OWNER

DATE

PLANNING & ZONING

DATE

EMERGENCY CONTACTS:

Warren County Water and Sewer
406 Justice Drive
Lebanon, OH 45036
Contact: Chris Brausch
Tel: 513-925-1377
Fax: 513-695-2995

Duke Energy – Gas
139 East 4th Street
Cincinnati, OH 45202
Contact: Kenneth Walker
Tel: 573-287-4625

Duke Energy – Electric
 139 East 4th Street
 Cincinnati, OH 45202
 Contact: Jake Hocter
 Tel: 573-287-1101

Contact: Kurt Weber
 Tel: 513-695-3301
 Time Warner Cable
 11252 Cornell Park Drive
 Cincinnati, OH 45241
 Tel: 513-469-1112

Cincinnati Bell Telephone
 221 E. Fourth Street, 343-300
 Cincinnati, OH 45201-2301
 Tel: 513-397-5660
 Fax: 513-397-1400

Warren County Engineer’s Office – Storm Water
 210 W. Main Street
 Lebanon, OH 45036
 Contact: Chuck Petty
 Tel: 513-695-3309

Deerfield Township Planning & Zoning
 4900 Parkway Drive, Suite 150
 Mason, OH 45040
 Contact: Sam Hill
 Tel: 513-701-6964

Deerfield Township Service Department
 4900 Parkway Drive, Suite 150
 Mason, OH 45040
 Primary Contact: Chip Cowan
 Tel: 513-701-6978

Warren County Engineer’s Office
 210 W. Main Street
 Lebanon, OH 45036

Secondary Contact: Billy Highfill
 Tel: 513-701-6974

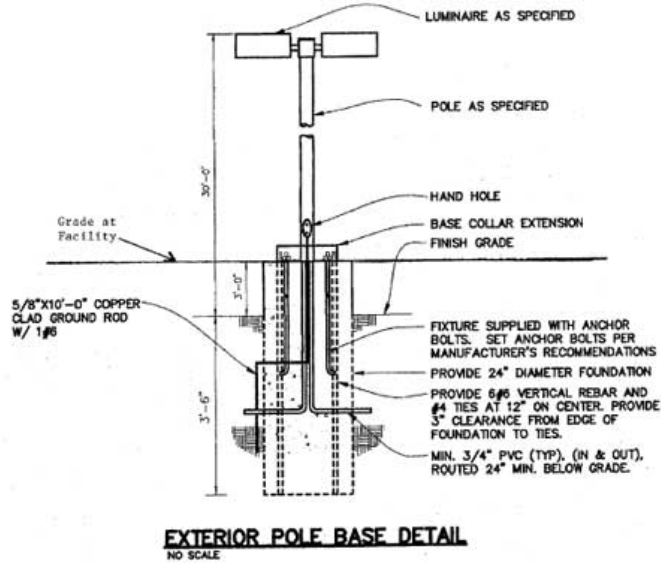
EXAMPLE LANDSCAPE TABLE

FOR THE LANDSCAPE PLAN, A TABLE WHICH IDENTIFIES THE TYPE, NUMBER AND SIZE AT THE TIME OF PLANTING SHALL BE PROVIDED.

LANDSCAPE CHART				
KEY	BOTANICAL NAME	COMMON NAME	# OF PLANTINGS	SIZE
ACE FRE	Acer Freemanii	Autumn Blaze Maple	3	2.5” CAL
THU PLI	Thuja Plicata ‘Grovepli’	Spring Grove Arborvitae	15	2.5” CAL
PIC ABI	Picea Abies	Norway Spruce	12	2.5” CAL
TOTAL			30	

EXAMPLE LIGHTING PLAN DETAIL

FOR LIGHTING PLAN WITH LIGHT POLES, THE OVERALL HEIGHT FROM THE BASE (AT GROUND LEVEL) TO THE TOP OF THE LIGHT STRUCTURE SHOULD BE INDICATED



SITE PLAN & CONSTRUCTION DRAWINGS

THE FOLLOWING CHART INDICATES THE TOTAL NUMBER OF SETS OF DRAWINGS AND SIZES REQUIRED AT THE TIME OF SUBMITTAL.

APPLICATION REQUEST	SITE PLANS & CONSTRUCTION DRAWINGS REQUIRED	PLAN SIZES REQUIRED
STAGE I / MAP AMENDMENT	22 SETS	14 SETS (24" X 36") 8 SETS (11" X 17")
STAGE II FINAL PUD	12 SETS	4 SETS (24" X 36") 8 SETS (11" X 17")
MINOR PUD MODIFICATION ZONING COMMISSION REVIEW	12 SETS	4 SETS (24" X 36") 8 SETS (11" X 17")
MINOR PUD MODIFICATION ADMINISTRATIVE REVIEW	2 SETS	2 SETS (24" X 36")
MAJOR PUD MODIFICATION	22 SETS	14 SETS (24" X 36") 8 SETS (11" X 17")
CONDITIONAL USE	12 SETS	4 SETS (24" X 36") 8 SETS (11" X 17")

DIGITAL COPIES

A PDF COPY OF THE FULL PLAN SET AS WELL AS A DWG FILE OF THE SITE PLAN SHALL BE PROVIDED AT THE TIME OF SUBMISSION.