



## CLINTON COUNTY REGIONAL PLANNING COMMISSION

### Preliminary and Final Site Plan Approval Application Checklist

- Review, Completed and Signed Site Plan Review Application
  - Read all sections
  - Attach narrative
- Fees Paid to Clinton County Regional Planning Commission
  - Fees are calculated as: \$500 + \$0.05/sq.ft. of new, impervious development area (building footprints and paved areas primarily)
- All Required Site Plan Drawings:
  - Site Overview (show building locations, ingress/egress, parking areas, location of equipment/mechanical systems, etc.)
  - Landscaping Overview (can be incorporated into Site Overview)
  - Elevation drawings/renderings showing proposed building/architectural designs.
  - Lighting Plan showing extent of any proposed exterior lighting (particularly as it affects adjacent properties).
  - Signage Plans/Designs
- Agency Approvals
  - Stormwater Review
    - Contact the County Engineer's Office at 937-382-2078
    - Pay stormwater review fees prior to RPC meeting.
- Access Management/Traffic Impact
  - For county roads, contact the Clinton County Engineer's Office (Adam Fricke) at: 937-382-2078
  - For state or interstate highways, contact the Ohio Department of Transportation District 8 Office at: 513-933-6577 or email D08.permits@dot.ohio.gov
- Zoning Department
  - Contact Clinton County Building and Zoning at: 937-382-3335
- Sanitary Sewer (if applicable)
  - For non-commercial, contact the Clinton County Health Department (Katie Burwinkle) at: 937-382-7251
  - For Commercial, contact the Ohio EPA at: 937-285-6096
- Tax Map Office (if applicable)
  - Contact Darrell Powell at: 937-382-4335
- Soils (if applicable)
  - Contact the Clinton County Soil and Water District (Jason Sneed) at: 937-382-2461 ext. 3

Submit Application, Relevant Documents, and application fees to Clinton County Regional Planning Commission **15 days prior to next regularly scheduled monthly meeting** (3rd Tuesday of each month).

- Email to [ademarsh@clintoncountyrpc.org](mailto:ademarsh@clintoncountyrpc.org) or call 937-382-1723 Ext. 2271
- Contact the CCRPC for a free informal review.
- Preliminary and final reviews can be combined. Application fees required for each step if done separately.