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 (Walt Daniel) at: 937-382-3335

☐ Sanitary Sewer (if applicable)
   For non-commercial, contact the Clinton County Health Department (Matt Johannes) 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 staff@clintoncountyrpc.org or call 937-382-3582
☐ Contact the CCRPC for a free informal review.
☐ Preliminary and final reviews can be combined. Application fees required for each step if done separately.