



Site Plan Application Submittal Requirements

No application will be accepted for review by the City of Medina without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Community Development Director

1. A completed application form.
2. The required application fee of **\$200 + \$25/acre** (Non-Residential) or **\$5/unit** (Residential).
3. One (1) hard copy and one (1) electronic copy in a common format (PDF, Word, etc.) of all applicable items below.
4. A written narrative of the proposed project.
5. A separate site plan sheet or sheets prepared by a qualified professional and drawn to scale illustrating **existing site conditions** including, but not limited to:
 - The location and dimensions of property lines, public rights-of-way, and easements;
 - The location, dimensions, and height of all buildings, structures, and trash enclosure areas;
 - The location, dimensions and surface materials of parking areas, drives, public streets, sidewalks, loading areas, outdoor storage or display areas, and outdoor dining areas;
 - The distance from property lines and the right-of-way of all buildings, structures, parking areas (including adjacent drives), and trash collection areas located when located within 75 ft. of property lines or the right of way;
 - The location, type, species, and quantities of all landscaping and screening;
 - The location, height, and fixture details of all exterior lighting and a photometric plan;
 - Topography of the site, including contours of no greater vertical interval than two feet.
 - The location and type of all utilities; and
 - The location of all freestanding signs, fencing, walls, and similar items.
6. A separate site plan sheet or sheets, prepared by a qualified professional and drawn to scale illustrating **proposed site conditions** including, but not limited to, all items noted in 5. above;
7. A table(s) showing the total number of acres of the site utilized for residential uses, nonresidential uses, streets, parks, and open space, and the number of dwelling units.
8. When new buildings, additions or alterations to existing buildings are proposed, a separate plan sheet or sheets, prepared by a qualified professional and drawn to scale including exterior architectural plans. Plans shall include exterior building elevations of all sides buildings, notation of all exterior materials, colors utilized, and the height and width of buildings; and
9. A traffic study or traffic analysis as determined to be necessary by the City Engineer.
10. Any other information needed for the review of the application as deemed necessary by the Community Development Director.