



**6701 Greenwich Road  
P. O. Box 750  
Westfield Center, OH 44251  
330-887-5151  
Fax ~ 330-887-5601**

**SITE PLAN REVIEW APPLICATION**

PROPERTY ADDRESS: \_\_\_\_\_

PARCEL # \_\_\_\_\_

PROPERTY OWNER

NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

APPLICANT (IF DIFFERENT THAN PROPERTY OWNER)

NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

ZONING DISTRICT OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_  
Property Owner(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

NOTE: BOTH THE PROPERTY OWNER AND/OR THE APPLICANT ARE  
REQUIRED TO ATTEND THE HEARING.

**USE BEING APPLIED FOR:** \_\_\_\_\_

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**SIXTEEN (16) COPIES (PLUS AN ELECTRONIC COPY, IF AVAILABLE) OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS APPLICATION:**

- ADDRESS SLIP (FROM THE MEDINA COUNTY AUDITOR'S OFFICE SHOWING THE PROPERTY OWNER NAME & ADDRESS)
  
- SITE PLAN OF THE ENTIRE PROPERTY BEING CONSIDERED DRAWN BY A PROFESSIONAL ENGINEER, ARCHITECT, OR SURVEYOR AND BEARING THEIR PROFESSIONAL SEAL. THE SITE PLAN MUST INCLUDE THE FOLLOWING:
  - **Map of Area (Including Adjacent Streets)**
  - **Property Boundary Lines & Setbacks**
  - **Architectural Plans Including Elevations & Floor Plan (Existing and Proposed)**
  - **Traffic & Circulation Plan**
  - **Parking & Loading Plan**
  - **Landscaping and (if Applicable) Screening Plan**
  - **Grading & Erosion Control (Surface Drainage) Plan**
  - **Proposed Signage**
  - **Footprints of Existing and any Proposed Additions or Structures**
  - **Utility and Lighting Plan**
  - **List of Easements and Rights-of-Way Affecting the Site**
  
- PROJECT COST ESTIMATE
- LIST OF NAMES & ADDRESSES OF ALL CONTIGUOUS PROPERTY OWNERS (PROPERTIES WHICH ARE NEXT TO, BEHIND AND ACROSS THE STREET FROM THE SUBJECT PARCEL)
- APPLICATION FEE

**OFFICE USE ONLY**  
**VERIFICATION OF RECEIPT OF FEES**

FEE	DATE PAID	PAYMENT METHOD	PAY-IN VOUCHER NUMBER

HEARING DATE & TIME: \_\_\_\_\_

HEARING ADVERTISED: \_\_\_\_\_

HEARING POSTED WEBSITE: \_\_\_\_\_

HEARING POSTED BULLETIN BOARD IN POST OFFICE: \_\_\_\_\_

<b>PLANNING &amp; ZONING COMMISSION</b>	
<b>BOARD MEMBER,</b> _____	<b>MOVED TO</b> _____
_____	
_____	
_____	
<b>SECOND: BOARD MEMBER,</b> _____	
<b>ROLL CALL:</b> _____	
<b>SIGNED:</b>	
_____	_____
<b>CHAIRPERSON</b>	<b>DATE:</b>

MEETING MINUTES APPROVED: \_\_\_\_\_

APPROVED MEETING MINUTES MAILED TO PROPERTY OWNER AND/OR APPLICANT:

\_\_\_\_\_

NOTICE TO APPLICANT THAT SITE PLAN WAS NOT APPROVED: \_\_\_\_\_

VARIANCE(S) REQUIRED: \_\_\_\_\_

\_\_\_\_\_

VARIANCE(S) GRANTED: \_\_\_\_\_

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NOTICE TO VILLAGE OF WESTFIELD CENTER COUNCIL THAT SITE PLAN WAS APPROVED:

\_\_\_\_\_

SITE PLAN SIGNED & DATED BY CHAIRPERSON OF THE PLANNING & ZONING COMMISSION ON

\_\_\_\_\_.

**IF APPLICABLE, FINANCIAL GUARRANTEES:**

PERFORMANCE BOND OBTAINED: \_\_\_\_\_

COPY OF PERFORMANCE BOND ATTACHED. - EXPIRATION DATE: \_\_\_\_\_

ZONING PERMIT(S) ISSUED: \_\_\_\_\_

\_\_\_\_\_

SIGN PERMIT(S) ISSUED: \_\_\_\_\_

**[(NOTE: IF ZONING PERMITS ARE NOT ISSUED WITHIN ONE (1) YEAR OF THE SITE PLAN APPROVAL, THE SITE PLAN MUST BE RE-SUBMITTED TO THE PLANNING AND ZONING COMMISSION FOR RE-APPROVAL.)]**