
ZONING COMPLIANCE PLAN CHECKLIST

Now that your project has been approved by Sycamore Township, your next step is to submit a Zoning Compliance Plan for staff review. There are no applications or fees due for a Zoning Compliance Plan submittal. A Zoning Compliance Plan is the official recorded document that the Township will keep on file permanently. It is required prior to the issuance of any permits. All items should be submitted within (30) days of approval or within the timeframe determined by the zoning staff. Failure to do so may delay the permit process.

Submit two sets 11" X 17" format, one set 24" X 36" format and one electronic file of the Zoning Compliance Plan containing the following information:

- 1. Identification**
- a. Each sheet must be titled "Zoning Compliance Plan" with the name of the project, case number and subtitle of the particular drawing.
- b. Each sheet must contain a sheet number and the total number of sheets being submitted.
- c. Each plan must be submitted as its own page.
- d. The Zoning Compliance Plan shall show all conditions that were placed on the site as part of the approval process.
- e. The cover sheet should include the case number, resolution number with conditions listed, and Acceptance of Zoning Conditions for Approval which should be signed by the property owner and notarized.

- 2. Existing Site Plan**
- This page must contain a site plan of the property as it exists today, prior to any construction to the site.

- 3. Approved Site Plan Layout**
- This page must contain a site plan of the property with the approved proposed improvements listed. Any and all conditions that were placed on the site must be indicated on this page.

- 4. Site Grading Plan**
- Indicate proposed contours in solid lines at five (5) feet intervals or less, and existing contours in dashed lines. Use two (2) feet intervals where necessary to adequately indicate storm drainage.

- 5. Site Utility Plan**
- This page must contain a site utility plan that accurately illustrates gas, electric, phone, water, sewer and/or easements of the property with the proposed improvements listed.

- 6. Site Lighting & Signage Plan**
- Specify the location, dimensions, details, and specifications for all signs, exterior lights, and bases including height, type of materials, radius of lights, and intensity in foot candles. This should also include photos of the exterior lights and bases sheet as well as shielding if applicable.

- 7. Site Landscape Plan**
- A landscape plan for interior and perimeter buffers and other required areas shall be prepared by a registered landscape architect, complete with all necessary details and specifications including species, size (diameter) and quantity for new landscaping features, a depiction (size and species) of existing landscaping and tree masses that are to remain, if used as credit toward buffering, and specifications for soil erosion and sedimentation control.

- 8. Site Parking Plan**
- A parking plan of the property shall contain the proposed improvements listed, including a parking analysis table, aisle dimensions, number of parking spaces, dimensions of stall, curb or parking stops, curb cuts, paved areas including the walkways. Complete and submit the ISR worksheet showing existing and proposed ISR.

- 9. Floor Plans and Elevations**
- Submit typical floor plans and elevations of the proposed improvements with net and gross square footage of space.

- 10. Site Elevations**
- This page contains a hard lined color rendering of the proposed elevations and/or improvements to the site including a description of the building materials used, including all sign elevations and dimensions.



Planning & Zoning Department
 8540 Kenwood Road
 Sycamore Township, OH 45236
 Phone (513) 792-7250
www.sycamoretownship.org

ZONING COMPLIANCE PLAN FOR:

ADDRESS OF PROJECT:

DATE:

CASE NUMBER:

NAME OF PROJECT:

Vicinity map of project
placed here

Sycamore Township Zoning Commission Case No.:
 Sycamore Township Resolution No.:
Conditions:
 1.
 2.
 3.
 4.
 5.
 6.
 7.
 8.
 9.
 10.

OWNER:

Name
 Address
 City, State, Zip

ARCHITECT:

Name
 Address
 City, State, Zip

ENGINEER:

Name
 Address
 City, State, Zip

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Deed of Acceptance

The owner of the premises shown hereon does hereby make the following declarations which shall be deemed as covenants and/or as conditions and shall run with the land and shall be binding upon the owner, heirs, executors, administrators and assigns and are imposed upon within described tract(s) of land as an obligation or charge against the same, as a general plan for the benefit of the said tract(s) of land. The tract of land show hereon is developed under a plan as specified in the Sycamore Township Zoning Resolution, adopted November 19, 1999, and hereby has been subsequently updated. Said entire tract of land and improvements there on shall remain in a single ownership and no part here shall be sold or divided into individual lots or tracts until such time as the owner of said entire tract shall conform in all respects to the then existing rules and regulations as provided in the Sycamore Township Zoning Resolution. We the undersigned do hereby adopt and conform the plan of development as shown hereon for the purposes indicated and agree to comply to all terms, restrictive covenants and conditions included as part thereof.

 Property Owner Signature & Date

Notary Seal and Signature Required

(This Deed of Acceptance must be notarized before it will be accepted into our offices)