



Final Plan Information & Requirements

Casefile #: _____

1. Property Information

Location of the Subject Property: _____

2. Brief Description of the Proposed Final Plan Application: _____

3. Total Area of All Existing and Proposed Uses (in square feet): _____

4. For Residential Applications, Number of Total Dwelling Units Proposed: _____

5. Payment for Application Received: Yes No

6. Attach the Following Information:

Existing Site Conditions:

Provide a separate site plan sheet or sheets prepared by a qualified professional and drawn to scale. The site plan must illustrate existing site conditions, including but not limited to:

- a) **Property Lines, Public Rights of Way, and Easements:** Location and dimensions of all subject property lines.
- b) **Buildings and Structures:** Location and dimensions of all buildings, structures, and trash enclosure areas.
- c) **Parking, Streets, Sidewalks, and Loading Areas:** Location, dimensions, and surface materials of parking areas, drives, public streets, sidewalks, loading areas, outdoor storage/display areas, and outdoor dining areas.
- d) **Setbacks:** Distance from property lines and rights of way for all buildings, structures, and parking areas located within 50 feet of property lines.
- e) **Landscaping and Screening:** Location, type, species, and quantities of all landscaping and screening elements.
- f) **Exterior Lighting, Fencing, and Walls:** Location, height, and style of all exterior lighting (including fixture details), fencing, and walls.
- g) **Utilities:** Location and type of all utilities (e.g., water, sewer, gas, electric).

- h) **Freestanding Signs:** Location and design details of all freestanding signs, including a plan view.
- i) **Topography:** Site topography with contours shown in intervals of no less than two feet.

Proposed Site Conditions:

Provide a separate site plan sheet or sheets prepared by a qualified professional and drawn to scale, illustrating proposed site conditions. This plan must include all items listed under section 1, and other items per **City of Belpre Ordinance 1105**. Also, include a **General Summary Table** (see attached example).

Building Plans (If Applicable):

When new buildings, additions, or alterations to existing buildings are proposed, provide a separate plan sheet or sheets prepared by a qualified professional and drawn to scale. These plans must include:

1. **Exterior Architectural Plans:** Exterior building elevations of all sides of proposed buildings.
2. **Materials and Colors:** Notation of all exterior materials and colors to be used.
3. **Building Dimensions:** Height and width of all buildings.

Additional Requirements

- The City of Belpre may request other information based on the evaluation of the **Preliminary Site Plan Application** as deemed necessary.

Applicant Name (Print): _____

Applicant Signature: _____

Date: _____

Submission Instructions

Submit the completed application and all required documents to:

City of Belpre, Safety Service Director
PO Box 160, 715 Park Drive
Belpre, OH 45714
Phone: (740) 423-7592 Fax: (740) 423-4967
Email: ssd@cityofbelpre.com