



**CITY OF PICKERINGTON
PLANNING AND ZONING SITE DEVELOPMENT CHECKLIST
RESIDENTIAL PROJECTS**

Project: _____
Applicant: _____
Date: _____

I. Planning Requirements

_____ **City of Pickerington Comprehensive Land Use and Development Plan**

The Comprehensive Land Use and Development Plan guides future development in the City. Developments and zone changes must be in compliance with the Future Land Use Plan. Also, developments are reviewed and need to be in compliance with the following infrastructure components of the comprehensive plan:

_____ **Access Management Plan** – The document serves as guide for the future development and access to major roadways in and around Pickerington.

- Transportation Impact Study – The City will determine if a transportation impact study is required based on the size, location and amount of traffic a development will generate and how it will impact the existing transportation system. The City Engineer will review the study at the expense of the owner/developer.

_____ **Sanitary Sewer Service Area** – Identifies the entity that would serve the sanitary needs of the development.

- Fairshare Requirement – The owner/developer may be required to reimburse the City for the extension of sanitary sewer service to the subject property.

_____ **Water Service Area** - Identifies the entity that would serve the water needs of the development.

- Fairshare Requirement - The owner/developer may be required to reimburse the City for the extension of water service to the subject property or be required to deposit the cost of future improvements into an escrow account if the City is planning to upgrade water service in the near future.

_____ **Storm Sewer Service Area** - All developments in the City must meet the storm sewer requirements

- Fairshare Requirement - The owner/developer may be required to deposit the cost of future improvements into an escrow account if the City is planning to improve the storm water service in near future.

_____ **Bicycle and Pedestrian Facilities Master Plan** – The owner/developer may be required to construct or dedicate easements for a bike path within the subject property.

_____ **Impact Fees** - Ensures that new residential and non-residential development contributes its fair and proportionate share towards the costs of public facilities reasonably necessitated by such new development. Parks and recreation, police, government and streets are the public facilities that warrant impact fees. The impact fees shall be collected prior to the issuance of building permits.

_____ **Residential Development** - Parks and recreation, police, government and street impacts fees are based on two dwelling type categories: single family dwelling and all other residential uses. See chapters 1486.09-1486.12 for the exact fee schedules.

_____ **Non- Residential Development** – Police, government and street impact fees are based on six development types and gross square footage of the proposed building. The development types are commercial, office/institutional, business park, light industrial, warehousing and manufacturing. See chapters 1486.10-1486.12 for the exact fee schedules.

II. Zoning Requirements

_____ **Zoning Ordinance and Map**
Zoning is the basic means of land use control in the City of Pickerington. The ordinance imposes different land use controls on each district, specifying permitted and conditional uses, building and parking setbacks, parking requirements and other development standards. The zoning map shows the boundaries of each district. The subject site must be zoned properly for the proposed use or a zone change is required. See Tables 1276.08 –1276.09 for as-of-right developments and Tables 1282.09-1282.10 for Planned Unit Overlay District density, permitted uses and bulk requirements. Copies of the City’s Zoning Ordinance and Map are available for purchase through the Planning and Zoning Department.

Residential Subdivision Approval Process

The City has three subdivision approval processes. They are as-of-right minor and major subdivisions and planned unit overlay districts. The process and requirements for each process is describe below.

Subdivisions

Minor Subdivision – (Chapter 1262 - Lot Splits)

Minor subdivisions involve the development of five or less lots. The review is done administratively and requires compliance with the following standards:

- _____ The proposed subdivision is fronted by an existing public road and involves no opening, widening or extension of any street.
- _____ No more than five lots are involved after the original parcel (from the base year 1972) has been completely subdivided.
- _____ The proposed use is not contrary to applicable subdivision or zoning regulations.
- _____ The property has been surveyed by a registered land surveyor and a drawing and legal description of the property submitted are submitted with the application.
- _____ Plans for utility improvements, if any, have been approved by the City Engineer.

Major Subdivision (Chapter 1254)

- _____ **Pre-Application Meeting** - Owner/Developer of proposed development to meet with Planning & Zoning Director, City Engineer and other pertinent staff to discuss the project and development standards.
- _____ **Submission of Preliminary Plan** – Detailed submission of proposed subdivision required for review by Planning and Zoning Commission. City staff and appropriate agencies to review plan to determine if proposed plan meets development standards.
- _____ **Preliminary Plat Approval** - Planning and Zoning Commission and Service Committee review the preliminary plat at a public meeting and determines whether the preliminary plat shall be approved, approved with modifications or denied.
- _____ **Construction and Utility Plans** – Submission of construction and utility plans to City Engineer. The plans shall meet all City development standards. The City Manager, City Service Director and City Engineer signs plans to verify construction approval.

- _____ **Submission of Final Plat** – Construction and utility plan need to be approved prior to submission of final plat for Planning and Zoning Commission. The final plat shall conform substantially to the preliminary plat and it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at that time.

- _____ **Planning and Zoning Commission** – Planning and Zoning Commission reviews plat pertaining to zoning issues and approves or disapproves the plat.

- _____ **City Service Committee** – The City Service Committee reviews the plat pertaining to infrastructure issues and approves or disapproves the plat.

- _____ **City Council** – City Council reviews the plat and approves or disapproves the plat. Three readings at Council and a 30-day referendum period required for the plat to be effective. Approval of the plat by Council shall be deemed to constitute acceptance of the public way or space or the right-of-way dedication shown on the plat.

- _____ **Record Plat** – The City Manager, City Engineer and Planning and Zoning Director signature on the final plat to constitute final approval by the City. The developer shall furnish the City with two copies of the recorded plat filed at the appropriate County recorder.

Planned Unit Overlay District (Chapter 1282)

The Planned Unit Overlay District (PUD) may be created by rezoning any district. The PUD overlay process and zoning process can occur simultaneously or separately.

- _____ **Pre-Application Meeting** - Owner/Developer of proposed development to meet with Planning & Zoning Director, City Engineer and other pertinent staff to discuss the project and development standards.

- _____ **Allowable Modifications To Base District**
 - _____ **Permitted Planned Uses** – All uses that are permitted by right or as conditional uses in the base residential district shall be permitted.
 - _____ **Density Allowances** – Density may be increased per Table 1282.09.

_____ **Specific Requirements** – Yard, lot width, height and parking requirements are per Table 1282.10.

_____ **Mandatory Requirements**

_____ **Open Space** – A minimum of 20 percent open space is required. No more than 40 percent of the open space shall be water surface or shall have a slope of 15 percent or more. Amenities in the common open space include pedestrian walkways, parkland, swimming pools, clubhouses, tennis courts, etc., and other environmentally pleasing lands.

_____ **Perimeter Treatment** – The exterior boundary line of the planned district shall be buffered with landscaping in such manner the Planning Commission deems appropriate to screen the development from adjacent uses to ensure compatibility.

_____ **Preservation of Natural Features** – Significant natural features, such as trees, streams, ponds, wildlife habitat or other unique landscape features should be preserved wherever possible. In addition, the City Tree Preservation Ordinance shall be followed.

_____ **Preservation of Historic Structures** – Significant historic structures, such as bridges, stone walls, buildings, burial grounds or archaeologically sites should be preserved wherever possible.

_____ **Flexible Requirements** – Two or more of the following shall be complied with:

_____ **Public Open Space** – Active or passive open space equipped with appropriate picnic tables, benches and other outdoor furniture.

_____ **Bikeways** – Bikeways through the subdivision preferably along waterways or through wooded areas shall be designated.

_____ **Community Center** – A facility shall be provided for use by the residents of the development and/or the general public.

_____ **Community Swimming Pool** – A pool shall be provided for the use of the residents of the development and/or general public.

_____ **Innovative Open Space** – An area devoted to active or passive recreation of the intensity and scope of the above mentioned flexible requirements.

- _____ **Submission of Preliminary Development Plan** - Detailed submission of proposed subdivision required for review at a public hearing at the Planning and Zoning Commission. City staff and appropriate agencies to review plan to determine if proposed plan meets development standards.

- _____ **Planning and Zoning Commission** – Planning and Zoning Commission reviews plan pertaining to zoning and development issues and approves or disapproves the preliminary development plan and forwards the plan to the Service Committee for review.

- _____ **Service Committee** – The Service Committee reviews the plans pertaining to infrastructure and development compliance. If approved, the applicant can proceed with final development plan.

- _____ **Submission of Final Development Plan** - Detailed submission of proposed subdivision required for review at a public hearing by Planning and Zoning. City staff and appropriate agencies to review plan to determine if proposed plan meets development standards. The final development plan should incorporate conditions imposed in the preliminary development plan approval process

- _____ **Planning and Zoning Commission** – Planning and Zoning Commission reviews plan pertaining to zoning issues and approves or disapproves the final development plan.

- _____ **Service Committee** – The Service Committee reviews the plan pertaining to infrastructure and development compliance. If approved, the applicant can proceed to City Council with final development plan.

- _____ **City Council** – City Council reviews the plans at a public hearing. Three readings at Council and a 30-day referendum period required for the plan to be effective.

- _____ **Final Development Plan** – A Council approved final development plan requires signatures by City Manager, Director of Planning and Zoning, City Engineer and Director of Utilities and Streets.

- _____ **Construction and Utility Plans** – Submission of construction and utility plans to City Engineer. The plans shall meet all City development standards. The City

Manager, Director of Utilities and Street and City Engineer signs plans to verify construction approval.

_____ **Submission of Final Plat** – Construction and utility plan need to be approved prior to submission of final plat for Planning and Zoning Commission

_____ **Record Plat** – The City Manager, City Engineer and Planning and Zoning Director signature on the final plat to constitute final approval by the City. The final plat shall conform substantially to the final development plan and it may constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at that time. The developer shall furnish the City with two copies of the recorded plat filed at the County recorder.

The City consults its engineering services to W.E. Stilson Consulting Group (614-847-4670). The owner/developer will be responsible for the cost of any engineering review or studies required by City staff or City Commissions/Committees during the planning and zoning process.

Revised August 31, 2005