



Coordinated Site Review Application
Project Number: (Office Use Only)
Zoning Designation: (Office Use Only)

805 CENTRAL AVE, SUITE 500
 CINCINNATI, OHIO 45202
 (P) 513-352-4847
 (C) 513-262-5681
DEV.SERVICES@CINCINNATI-OH.GOV
WWW.CINCINNATI-OH.GOV
 CAGIS.HAMILTON-CO.ORG

Part A – Identification (Please print in blue or black ink ONLY)

Address of Project Location		
Ownership Name (Required)	Address/City/ State/ Zip Code	Phone Email
Applicant / Contact Person (Required)	Address/City/ State/ Zip Code	Phone Email
Design Professional / Company Name	Address/City/ State/ Zip Code	Phone Email

Part B – Review Type (Please Check ONLY ONE)

Preliminary Design Review
 Development Design Review
 Technical Design Review

Part C – Description of Work (Please Check All That Apply)

Project Components

Zone Change Planned Development
 Private Road New/Modified
 CBD Development
 Subdivision/Vertical Lot
 Floodplain Development
 City Funded Project or Land Acquisition
 Historic Project
 Public Road New/Modified
 Hillside Development
 Utility Creation/Extension/Replace (Public or Private)
 Other _____

Project Type:

Single-Family
 Multi-Family
 Office
 Commercial/Mixed Use
 Industrial
 Other _____

Work Type:

New
 Addition
 Mixed
 Alteration
 Other _____

Project Description & Potential Overall Cost:

Part D – Authorizations

Submit your documents to the Business Development Service Manager by email at DEV.Services@cincinnati-oh.gov

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY

Review By : Business Development Services Manager _____ Date _____

COORDINATED SITE REVIEW APPLICATION REQUIRED DOCUMENT CHECKLIST

ALL Site Plan Development, New Construction, Major Alterations, and Additions submitted to the Permit Center **MUST** provide a digital copy by **email ONLY** to DEV.Services@cincinnati-oh.gov

**Submission must include the following information or submission may be deemed incomplete and may not be able to be reviewed.*

PRELIMINARY DESIGN REVIEW: Require the following:

- Drawings format of 11x17 or larger is preferred.
- Date & revision # on Drawings
- Detailed Site plan(s)** must include at a minimum the following base information:
 - An index of drawings located on the first sheet, conforming to the National CAD Standards
 - A scale (graphic required); minimum 1" = 50'; preferably 1" = 30' (Architectural Scale drawing 1/8 to 1/4)
 - North arrows and any elevations labeled with NSEW, front side and rear labels.
 - Contextual map showing the location of the existing or proposed building(s) and site improvements.
 - Label all street names, building footprints, parcel lines, dimensions of property lines, and setback dimensions from all property lines.
 - All properties and structures adjacent to the site must be included on the site plan.
 - Digital submissions to conform to the National CAD Standards for file naming.

DEVELOPMENT DESIGN REVIEW: Must include ALL submission requirements from Preliminary Design Review.

- Site utility plan for existing and proposed utilities; underground and overhead, as well as fire hydrant locations.
- Water Availability Application: Co-application or receipt of answer.
- Possible water flow test conducted.
- Illustrate desire to vacate, create, or encroach into City property and Right-of-Way (ROW).
- Existing and proposed elevation drawings, floor plans, roof plans (including all rooftop fixtures and chimneys).
- Number of residential units and /or square feet of commercial space.
- Illustrate existing and proposed accessory structures, including walls, fences, porches, lighting, signs, and other site improvements.
- Illustrate and provide dimensions of driveways, sidewalks, walkways, terraces and other paved surfaces.
- Building code summary.
- Building area and number of stories.

Based on the description of work in listed Part C of the Application you may also need the following items:

- Traffic Impact Study:* As requested by the Department of Transportation & Engineering (DOTE).
- Hillside:* Site topography lines (2' and 10' contours) and elevations, including any adjacent properties, for new construction, maximum building envelope (Site Plan of subject property and abutting properties on side), section drawings of retaining walls; submission of geotechnical analysis to date.
- Manufacturing Use:* Sewer pretreatment needs and plans.

TECHNICAL DESIGN REVIEW: Must include All of the above requirements, as well as the following required documents for Site Plan Development, Subdivisions, Planned Development Final Development Plans, Building Permits with Site Work, New Construction, Major Alterations, and Additions.

- Drawings format must be a minimum of 24x36 or larger.
- Proposed construction documentation of all public and private utilities.
- Proposed construction documentation of all pedestrian and vehicular access ways.
- Illustrate existing and proposed landscape areas and materials.
- Proposed design and calculations for Storm Water Management & necessary easements.
- Floor Plans (Conceptual).
- Proposed survey/plat delineating all proposed parcels, setbacks and necessary public and private easements prepared by a licensed surveyor.
- All necessary language regarding covenants, easements, and management agreements of private and/or shared infrastructure.

Other Requirements/Documents: As specified by plan reviewer or reviewing agency.

- _____
- _____
- _____
- _____

PLEASE NOTE: *The additional documentation for applicable public hearings may need to be submitted simultaneously or before/after the development or technical design reviews. You will be directed by the Advisory - TEAM on application instructions and public review deadlines.*

For additional questions please contact Rodney D. Ringer, Development Services Manager in the Department of Buildings and Inspections at 513-352-4847 (office) | 513-262-5681 (cell) or by email at DEV.Services@cincinnati-oh.gov.

** Note: The aforementioned information is general in nature. Additional information may be required by the certain reviewing agency.*

COORDINATED SITE REVIEW QUESTION SHEET FOR APPLICANT'S

Please provide **three** questions for each department. These questions should be questions that you feel is the most important to your project. Our goal is to make sure that we (City of Cincinnati) answer questions that are critical to you getting your project going in the right direction.

City Planning & Engagement Department:

1. _____

2. _____

3. _____

City Planning & Engagement Department - Zoning:

1. _____

2. _____

3. _____

Metropolitan Sewer District (MSD):

1. _____

2. _____

3. _____

Storm Water Management (SMU):

1. _____

2. _____

3. _____

Greater Cincinnati Water Works (GCWW):

1. _____

2. _____

3. _____

Fire Department:

1. _____

2. _____

3. _____

Office of Environmental Sustainability (OES):

1. _____

2. _____

3. _____

Parks Department (Urban Forestry):

1. _____

2. _____

3. _____

Department of Transportation & Engineering (DOTE):

1. _____

2. _____

3. _____

Buildings & Inspections - Plans Examiner (Structural review of Building Code):

1. _____

2. _____

3. _____

Law Department:

1. _____

2. _____

3. _____

Department of Community & Economic Development (Housing & Economic Development):

1. _____

2. _____

3. _____

Health Department:

1. _____

2. _____

3. _____

Police Department:

1. _____

2. _____

3. _____

Building Inspectors (Housing or Commercial):

1. _____

2. _____

3. _____

