

SYLVANIA TOWNSHIP DEPARTMENT of PLANNING & ZONING  
**PROJECT PLAN REVIEW CHECKLIST**

PROJECT NAME/ADDRESS \_\_\_\_\_

Date of PPR Review:	
Reviewed By:	

<b>P L A N   S U B M I S S I O N S</b>		
<b>Electronic</b>	<b>Hardcopy</b>	
		Cover Sheet
		Site Plan
		Landscape Plan
		Grading Plan – <i>See Lucas County requirements</i>
		Utility Plan – <i>See Lucas County requirements</i>
<b>C O V E R   S H E E T</b>		
	Project Title	
	Project Address	
	Legal Description	
	Site Location Map with North arrow and scale indicated	
	Building Use	
	Total Building(s) Area (square feet)	
	Developer Name, Address, Email, Phone	
	Design Firm Name, Address, Email, Phone	
	Owner Name, Address, Email, Phone	
	Signature & Seal of Registered Professional	
	Traffic Impact Study ( <i>if applicable</i> )	
	EPA Permit ( <i>if applicable</i> )	
	ODOT Permit ( <i>if applicable</i> )	
	Lucas County Health Department Approval ( <i>if applicable</i> )	
	Sylvania Twp. Board of Zoning Appeals Variance(s) received ( <i>if applicable</i> )	
<b>Signature/Date Lines of Approval</b>		
	Developer	
	Sylvania Township Zoning Administrator	
	Sylvania Township Fire Department	
	Office of Lucas County Engineer	
	Office of Lucas County Sanitary Engineer	
	Applicable Water Department (Toledo/Sylvania)	

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<b>S I T E P L A N</b>	
<b>General</b>	
	Existing Zone District(s)
	Abutting Zone District(s) - Left
	Abutting Zone District(s) - Right
	Abutting Zone District(s) - Rear
	North Arrow & Scale
	Adjacent Streets
	- Street names labelled
	- Right-of-Way lines indicated
	- Width of Pavement from centerline
	County & Site Benchmark Information
<b>Building &amp; Setbacks</b> (Article 7-Sylvania Township Zoning Resolution)	
	Property Lines and Dimensions
	Existing Buildings and Dimensions
	Proposed Buildings and Dimensions
	Total Area of all Buildings (square feet)
	Building Setback from Centerline
	Building Setbacks from all Property Lines
	Setbacks from Abutting Residential ( <i>if applicable</i> )
	Building Height; no. of stories, and feet
<b>Parking</b> (Article 12-Sylvania Township Zoning Resolution)	
	Parking Spaces Required (number)
	Parking Spaces Provided (number)
	Deferred Parking Spaces (number)
	Shared Parking Agreement
	Parking Space Dimensions
	ADA Parking Spaces Required (number)
	ADA Parking Spaces Provided (number)
	Drive Aisle Width(s)
	Traffic Circulation Pattern
	Drive/Parking Surface Material (asphalt or concrete)
	Bicycle Parking Required (number)
	Bicycle Parking Provided (number)
	Bicycle Parking Dimensions
	Drive-Through Stacking Spaces Required (number)
	Drive-Through Stacking Spaces Provided (number)
	Drive-Through Stacking Space Dimensions

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<b>S I T E P L A N</b>	
<b>Sidewalks</b> (Article 11-Sylvania Township Zoning Resolution)	
	Existing Public Sidewalk(s) on Subject Property – Location and Width
	Existing Public Sidewalk(s) on Adjacent Properties – Location and Width
	Proposed Public Sidewalk(s) – Location and Width
	Proposed Public Sidewalk Thickness ( <i>See Lucas County Engineer for requirements</i> )
	Pedestrian Access from Public Sidewalk to Main Building Entrance
	Private Sidewalk Material and Striping
<b>Curb Cut(s) and Access Drive(s)</b> (Article 11-Sylvania Township Zoning Resolution)	
	Width of Access Drive(s)
	Location of Shared Drives
	Drive Setback(s) from Property Lines
<b>Trash/Recycling Receptacles</b> (Article 13-Sylvania Township Zoning Resolution)	
	Location
	Screening – Height, Material, Four-sided
<b>Signs</b> (Article 14-Sylvania Township Zoning Resolution)	
	Location
	Type
<b>Central Avenue Overlay</b> (Article 5-Sylvania Township Zoning Resolution)	
	Excluded Use?
	Additional Standards Met
<b>L A N D S C A P E P L A N</b>	
(Article 13-Sylvania Township Zoning Resolution)	
	Landscape Strip (feet)
	- Front
	- Left Side (Abutting Residential <input type="checkbox"/> Y/ <input type="checkbox"/> N)
	- Right Side (Abutting Residential <input type="checkbox"/> Y/ <input type="checkbox"/> N)
	- Rear (Abutting Residential <input type="checkbox"/> Y/ <input type="checkbox"/> N)
	Landscape Materials, Plantings
	- Landscape Strips
	- Abutting Residential
	- Approved Plant Material Specifications
	Fencing/Wall – Location, Height, Material
	Fencing/Wall (Abutting Residential) – Location, Height, Material