

City of Hudson  
Summary of Submission Requirements for Planning Commission Site Plan Review

The citizens of the City of Hudson welcome quality development. They also take great pride in the appearance of their community and the natural environment. Therefore each development proposal is carefully checked and the submission requirements for site plan review are significant. They go beyond a simple plan showing buildings and include among other things site engineering, landscaping, and plans for exterior lighting. You should keep one overriding principal in mind as you work through these requirements: show us what exists on your site now and show us how you want to change it.

Each project is different so each submission will look different, but generally speaking for any project you need to show everything that exists on the site now and anything that you are changing. Very large projects will necessarily show everything that is listed below and use many pages to do so. Smaller project may not require some things like storm water management or exterior lighting. Applicants for small projects may be able to show their projects on just a few pages.

We have broken down our list of requirements into what we have found to be a logical set of drawings; but like we said before, every project is different, so prepare your plans in a way that is best for your project while still meeting our requirements. Just remember to make them clear and complete. Unless your plans are clearly incomplete or unclear, in which case we will reject them, our staff will send your plans out for review by other departments and our consultants to make sure they meet all applicable City of Hudson requirements. Inaccurate or missing information will cause needless delays and expense.

What follows is a summary of a detailed list of submittal requirements for site plans from Appendix A of the Land Development Code (LDC). Plans will be evaluated based on standards in the LDC, available at the Community Development Department or on our web site ([www.hudson.oh.us](http://www.hudson.oh.us)), and the City of Hudson Engineering Standards for Infrastructure Construction (CHESIC), available at the Engineering Department. The registered professional preparing the plans is responsible for obtaining a copy of the LDC and CHESIC. This person must become knowledgeable of the requirements and prepare plans that clearly show that the proposed improvements comply with the City's standards. With that said here's what we need:

Generally Each sheet of your plans must have the north arrow, scale, date, and the contact information of the firm that created it. Your plans should be of a scale that clearly shows your project, but in no case less than 1" = 100'. Plans must not exceed 24" by 36" in size; they must be consistent with each other. All plans should show property lines and easements. Where existing and proposed items are shown on the same drawing existing items must be shown with light dashed lines and proposed items must be shown with bold solid lines. Text must be a minimum of Leroy size 80 for all hand and machine drafted documents. Fonts for machine drafted documents must be Romans.shx or a similar font. Script and architectural style fonts will not be accepted.

Forms, Fees, and Staking You must complete the site plan approval application form and submit the required fee. You must also submit moneys to be placed in escrow to cover the cost of plan review. Any unused escrow funds will be returned to you. You must stake the corners of proposed buildings and parking areas at the time of application.

Title Sheet with Vicinity Map This map will show us where your site is in the community.

Existing Conditions This is an accurate topographic survey showing existing conditions on the site and within one hundred feet of it on all sides. Include existing contours at a one foot interval, spot elevations at pertinent locations, utilities, buildings, pavement and other structures, ponds, streams, and wetlands, the benchmark, a tree survey, and any other features that accurately show the existing site conditions and verify the existing drainage. The elevation datum must match the current Summit County GIS Mapping System, NAVD 1988. This information is often used as a base layer for other drawings.

Demolition Plan On this plan show us all existing structures and features and those you plan to remove including individual and groupings of trees nine inches in diameter and larger.

Site Plan This is the plan that shows us what you want to do. On it show the location and dimensions of all existing and proposed structures, pavement and other improvements and existing and proposed utilities and their location, type, size, length, grades, and invert elevation. You must also provide the existing and proposed impervious surface area according to the CHESIC on the first sheet of your plans.

Utility Plan The horizontal and vertical location of all existing and proposed utilities may be shown on a separate utility plan or on the site plan as noted above.

Grading Plan If you propose to change the topography of the site you need to show us how you intend to do so. Your grading plan should include your existing and proposed contours at one foot intervals, the elevations of your proposed structures, spot elevations at pertinent locations and at a minimum of a fifty foot interval along the edge of pavements and curbs, the benchmark, the limits of clearing and grading, and any other features that accurately show the proposed conditions and verify the proposed drainage.

The City of Hudson General Notes and Details The City's general notes and details must be shown on the plans as necessary. These are available in the CHESIC.

Exterior Lighting Plan All exterior lights, light poles, lighting under canopies, and lights attached to or directed towards buildings must be shown on a lighting plan. Your plan must include fixture locations and manufacturer's information, and will usually need to include a photometric plan over the site plan. Your lighting plan must conform to the requirements contained in Section 1207.14 of the LDC.

Landscaping Plan This plan will show how will enhance the vegetation on the site. The LDC requires landscaping along the side and rear property lines, in the front yard, in and around parking lots, and around storm water management detention basins, trees in the street

right-of-way, trees based on the area of the project, and screening of service equipment. Your plan should be prepared by a qualified professional and include major components of the site plan, existing and proposed topography, the species, quantity and location of existing plants to remain, existing plants to be moved, and new plants, plant protection measures, and planting details. You may show the outline of masses of small and young vegetation, but you must show large specimen trees individually. You must also provide a table listing the species, quantity, size, and other pertinent information for plant materials.

Storm Water Management Plan All development in Hudson is responsible for minimizing the impact of storm water through retention. Your plan will consist of a drainage map and calculations as required by the CHESIC. Your drainage map must include your storage facility, the areas draining into your site, and the flow paths used to calculate the pre and post developed time of concentration. Your calculations must consist of pre and post developed calculations, calculations for time of concentration and runoff coefficients/curve numbers, detention basin calculations, ditch, inlet spacing, culvert and other calculations as required by the CHESIC or as necessary to demonstrate compliance. You should refer to Sections 4 and 5 of the CHESIC for additional information.

Storm Water Pollution Prevention Plan This plan will show how you intend to prevent erosion and protect nearby water features during construction. It will be reviewed by the Summit Soil and Water Conservation District for your use of best management practices.

You may have to submit other information requested by staff to assist with its review or as required by the CHESIC and LDC.

Key References for Applicants of  
Land Development Code Requirements

Approval Sought	Rules of Procedure	Review Standards	Submittal Requirements
Major Subdivision	1203.01 1203.02 1203.10	1204.05 1205 1207 1208	Appendix A
Site Plan	1203.01 1203.02 1203.09	1204.04 1205 1206 1207	Appendix A Appendix C
Use Certificate		1205 1206	
Zoning Certificate	1203.01 1203.02 1203.12	1204.07 1205 1207 1211	Appendix A Appendix D
Note: These are the principal sections for reference, but this is not an exhaustive list of code sections that complete the Land Development Code.			

