

Planning Commission (PC)

Commercial Site Plan Review & Design Review/Design Review Exterior/ Design Review Signage Only

The PC/DRB meets monthly on the third Wednesday of each month at 5:00p.m.in Council Chambers at City Hall, 417 Main Street, Huron, OH. This application is used for site plan approval, exterior design review including landscaping and lighting, and signage for new construction and any/all improvements of existing commercial/business/industrial facilities.

*** Prior to submission of this application, an initial plan review meeting with the Planning & Zoning Department is required.**

2026 PC/DRB MEETING DATE	APPLICATION SUBMISSION DEADLINE
JANUARY 21	DECEMBER 18 2025
FEBRUARY 18	JANUARY 22
MARCH 18	FEBRUARY 19
APRIL 15	MARCH 19
MAY 20	APRIL 16
JUNE 17	MAY 21
JULY 15	JUNE 18
AUGUST 19	JULY 16
SEPTEMBER 16	AUGUST 20
OCTOBER 21	SEPTEMBER 17
NOVEMBER 18	OCTOBER 22
DECEMBER 16	NOVEMBER 19

RETURN THE COMPLETED APPLICATION, REQUIRED PLANS, AND APPLICATION FEES TO: THE CITY OF HURON, PLANNING & ZONING DEPARTMENT, 417 MAIN STREET, HURON, OH 44839 AND/OR VIA EMAIL: zoning@huronohio.us We require a PDF of all documents and plans as well as one (1) hard copy set.
 CONTACT OUR OFFICE WITH QUESTIONS 419-433-5000 EXT. 1302.

Planning Commission (PC)

Commercial Site Plan Application/Design Approval- Exterior/Design-Signage Only

DATE: _____

Property Owner

Name: _____

Address: _____

Phone: _____

Email: _____

Applicant

Name: _____

Company/Business Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Location and Description of Project

Address: _____ County Parcel #: _____

Existing Use: _____ Acreage/Area of Site: _____

Proposed Use: _____ Lot # (if applicable): _____

Estimated Value of Project: _____ Total SF: _____

☐ New Construction

☐ Signage

☐ Addition to Existing Structure

☐ Demolition

☐ Other: _____

ZONING & FLOOD ZONE DISTRICTS

Zoning District: ____ (R-1 R-1A R-2 R-3 B-1 B-2 B-3 I-1 I-2 P-1 MU)

Flood Zone: ____ (A AE AO AH X-SHADED X)

Description of Project:

SECTION 1. SITE DEVELOPMENT PLAN APPROVAL (SECTION 1139.01) *The application fee of \$150.00 and a complete site development plan with the following information included:

A. SITE PLAN & SCALED DRAWINGS

- Legal Survey or Plat Map
- Dimensions of the Lot & Property Lines
- Size and Location of the Existing Structure (if applicable)
- Size and Location of the Proposed Structure
- Front, Rear, and Side Setbacks of Existing Structure (if applicable)
- Front, Rear, and Side Setbacks of Proposed Structure
- Height of the Proposed Structure
- Existing and proposed land uses and the location of existing & proposed buildings and other accessory structures on the site.
- Location of vehicular ingress & egress, parking spaces (both existing & proposed) and the dimensions of same. *Refer to code for parking requirements.
- Extent and type of parking lot and driveway paving.
- Location and dimensions of all pedestrian ways and/or sidewalks.
- Location and size of all existing and proposed utilities
- Complete building elevations and signage including color renderings of same
- Lighting plan for the site including style and intensity of all parking lot and building mounted lighting. (Design Review)
- Landscape Plan. *Refer to code for requirements. (Design Review)
- The plan and method of disposing of all surface water from the development area; drainage plan shall be in accordance with Section 1115.03.

B. WRITTEN STATEMENT

- A legal description of the site and state of the present ownership of all the land included within the site development area.
- A statement of ownership (names & addresses) and the present use of all properties within 150' of the exterior boundaries of the subject development site.
- A general indication of the expected schedules and/or phases of development.

SECTION 2. STORMWATER/DRAINAGE/GRADING PLANS/SWPPP

DEVELOPEMENT PROJECTS DISTURBING LESS THAN 1 ACRE

Development Sites Under One (1) Acre in Size: Individual development sites that are larger than 8,000 square feet and smaller than one (1) acre (43,560 square feet) in total size of disturbed area, can submit abbreviated soil erosion and sediment control plans with the topography plan for the requested permit(s). Refer to Chapters 1315, 1317 of City Ordinances for complete plan information required.

DEVELOPMENT PROJECTS DISTURBING 1 OR MORE ACRES

The City Engineer and Erie Conservation will determine the deposit amount required for applicable plan reviews. Approval of the plans from the City Engineer and Erie Conservation are required before Zoning and/or Building Permits can be issued. Refer to Chapters 1115, 1117, 1313, 1315 for required plan details.

SECTION 3. DESIGN APPROVAL (EXTERIOR, LANDSCAPING, LIGHTING, SIGNAGE) *
 The application fee of \$150.00 and complete plans to include the following information must be included with this application and provided in a PDF format.

- ___ Photographs of Existing Conditions
- ___ Elevations of Proposed Modifications
- ___ Paint or Color Samples
- ___ Exterior Building Material Samples
- ___ Landscape Plan
- ___ Exterior Lighting Plan
- ___ Commercial Signage- Site Plan, Colored Elevations, Description of sign materials, Illumination specifications. Complete the table below:

Sign Type				Dimensions					
Sign #1:	Wall	Window	Other:	Height		Width	Display Area		Height (if ground)
	Ground	Changeable Copy			X		=	sq. ft.	ft.
Sign Type				Dimensions					
Sign #2:	Wall	Window	Other:	Height		Width	Display Area		Height (if ground)
	Ground	Changeable Copy			X		=	sq. ft.	ft.
Sign Type (circle)				Dimensions					
Sign #3:	Wall	Window	Other:	Height		Width	Display Area		Height (if ground)
	Ground	Changeable Copy			X		=	sq. ft.	ft.
Sign Type (circle)				Dimensions					
Sign #4:	Wall	Window	Other:	Height		Width	Display Area		Height (if ground)
	Ground	Changeable Copy			X		=	sq. ft.	ft.

SECTION 4. DESIGN APPROVAL (COMMERCIAL SIGNAGE ONLY) * The application fee of \$50.00 and complete plans to include the following information must be included with this application and provided in a PDF format.

- ___ Signage Site Plan with all setback dimensions
- ___ Rendering(s) of all signs with detail of dimensions, construction materials, graphics, illumination

Sign Type (circle)				Dimensions					
Sign #1:	Wall	Window	Other:	Height		Width		Display Area	Height (if ground)
	Ground	Changeable Copy			X		=	sq. ft.	ft.
Sign Type (circle)				Dimensions					
Sign #2:	Wall	Window	Other:	Height		Width		Display Area	Height (if ground)
	Ground	Changeable Copy			X		=	sq. ft.	ft.
Sign Type (circle)				Dimensions					
Sign #3:	Wall	Window	Other:	Height		Width		Display Area	Height (if ground)
	Ground	Changeable Copy			X		=	sq. ft.	ft.
Sign Type (circle)				Dimensions					
Sign #4:	Wall	Window	Other:	Height		Width		Display Area	Height (if ground)
	Ground	Changeable Copy			X		=	sq. ft.	ft.

PLEASE NOTE: Upon approval from the Planning Commission, your project may require Engineering Plan review and Storm Water/Erosion Control Plan review, associated fees will apply. Zoning and/or Building Permits may be required, associated permit fees will apply. All Contractors on your project must be registered with the City. Contact the Planning and Zoning Department with any questions: 419-433-5000 ext. 1302 OR 1303.

APPROVAL FROM THIS BOARD WILL EXPIRE 1 YEAR FROM THE DATE OF ISSUANCE.

_____ I hereby certify that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent, and we agree to conform to all applicable laws, regulations, and ordinances. All information contained within this application and supplemental materials is true and accurate to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

For Departmental Use Only:

Date of Submission: _____ Application Fee: _____ PC Meeting Date: _____