



# Application for Plan Review Drive-Thru Restaurants & Outdoor Storage Tanks

## DEPARTMENT OF COMMUNITY DEVELOPMENT

697 Neeb Road, Cincinnati, Ohio 45233  
Phone: (513) 922-2705 Email: [zoning@delhi.oh.us](mailto:zoning@delhi.oh.us)

**Please Check Applicable Request:**     Drive-Thru Restaurants     Outdoor Storage Tanks

**\*\*\* PLEASE READ BEFORE COMPLETING THE APPLICATION \*\*\***

- **Required** – Submission of a complete application, including all of the items listed in the application checklist.
- Applications and applicable fees shall be submitted by no later than **4:00 p.m.** on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by Township staff for completeness. Submittals found to be incomplete will be rejected and the application **will not** be placed on the Commission agenda. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- **No late submittals or additional information will be accepted after the application deadline.**
- **Any construction and/or occupancy of the site shall not commence until approval is granted and all appropriate permits are obtained by the Township and the County Building Department.**
- **Application fees are non-refundable.**

**Applicant Information** *(Please print clearly)*

Applicant: \_\_\_\_\_ Owner   Agent   Tenant   Other

Company / Business Name: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_

Description of the nature of the request: \_\_\_\_\_

Applicants Street Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Site Information** *(Please print clearly)*

Address of Project: \_\_\_\_\_ Property Zoning District: DPBC

Description of Project: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner's Street Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please contact the Department of Community Development prior to making your application submittal. Staff is available to assist you in reviewing all application material requirements to ensure that your application is complete.

Applicant Check	APPLICATION CHECK LIST	Staff Check Yes/No
<b>REQUIRED FOR ALL SUBMITTALS:</b>		
	One (1) original signed application.	
	One (1) copy of the Development Plan drawn ( <i>see below</i> ) to a suitable scale and at 11 x 17 inches in size.	
	Eight (8) copies of the Development Plan drawn ( <i>see below</i> ) to a suitable scale and at 24 x 36 inches in size (unless staff grants an alternative size).	
<b>PLAN REVIEW REQUIREMENTS: (<i>Shall include the following information</i>)</b>		
	Plan prepared by a registered surveyor for entire development area identifying parcel numbers, lines, dimensions, and area.	
	The proposed size, location, use, and arrangement of buildings, parking areas (with proposed arrangement of stalls and number of cars), entrance and exit driveways and their relation to existing and proposed streets, proposed landscaping, signage, and all other significant features of the proposed development.	
	Building elevations that indicate proposed architectural character. Building materials and colors shall be identified. Material boards may be required upon request by of the Delhi Township Community Development Director.	
	Design and location of all existing landscaping to be preserved and all proposed landscaping areas, open space, buffering plans, retention areas, and yard including the common and specific names of all proposed plant species and the quantity and sizes of each.	
	Lighting, including fixture types, size, and a photometric plan.	
	Trash facilities, including dumpster pads and enclosure details.	
	Sign plan indicating locations, sizes, and designs for all proposed signs.	
	Professional engineers and/or architect's stamp and signature.	
	Additional information as requested by the Delhi Township Community Development Director, the Zoning Commission.	

**I hereby attest to the truth and exactness of all information supplied on and with this application.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Received Stamp:**

**Application Fees:** \$100

**Total Fees Due:** \_\_\_\_\_  
**(Fees are non-refundable)**

**The application has been reviewed and is found to be complete:**

\_\_\_\_\_  
Township Staff:

\_\_\_\_\_  
Date:



## Zoning Commission 2023 - Meeting Dates/Application Deadlines

### REGULAR Meeting Dates and Application Deadlines

Meeting Date	Application Deadline
January 4, 2023	December 15, 2022
February 1, 2023	January 15, 2023
March 1, 2023	February 9, 2023
April 5, 2023	March 16, 2023
May 3, 2023	April 13, 2023
June 7, 2023	May 18, 2023
July 5, 2023	June 15, 2023
August 2, 2023	July 13, 2023
September 6, 2023	August 17, 2023
October 4, 2023	September 14, 2023
November 1, 2023	October 12, 2023
December 6, 2023	November 16, 2023
January 3, 2024	December 14, 2023

### TENTATIVE Meeting Dates and Application Deadlines

Meeting Date	Application Deadline
January 18, 2023	December 29, 2022
February 15, 2023	January 26, 2023
March 15, 2023	February 23, 2023
April 19, 2023	March 30, 2023
May 17, 2023	April 27, 2023
June 21, 2023	June 1, 2023
July 19, 2023	June 29, 2023
August 16, 2023	July 27, 2023
September 20, 2023	August 31, 2023
October 18, 2023	September 28, 2023
November 15, 2023	October 26, 2023
December 20, 2023	November 30, 2023
January 17, 2024	December 24, 2023

*Please contact Community Development staff prior to submitting your application on the **TENTATIVE** meeting schedule as staff needs to verify the availability of the Commission members.*

*If Commission members are unavailable, your case will be moved to the next regularly scheduled meeting.*