

Village of Holland
Site Plan Submittal Requirements
R3, B and M Zoned Districts

All site plans submitted to the Village of Holland for review and approval shall meet the following minimum standards, as applicable:

1. Legal description and location sketch.
2. Names/Addresses/Phone Numbers of the applicant and preparer with the date shown in the lower right hand corner.
3. Scale of drawing and north arrow shall be shown.
4. Zoning district of subject property and all surrounding properties.
5. Required setback distances shall be shown.
6. Distance of existing and proposed structures from the rights of way line of all adjacent roadways and designated front, side and rear yard distances to the structure shall be shown.
7. Exact dimensions of the subject property and existing and proposed structures.
8. Demolitions and other alterations on the subject property shall be shown.
9. The location, widths, and names of all existing streets, railroad and utility rights of way, easements, parks and other open spaces shall be shown.
10. Size, depth, direction of flow and location of existing and proposed sanitary and storm sewers, water lines, culverts or other underground facilities in and within close proximity to the subject parcel.
11. Ditches, creeks, or other natural features on the subject property. 100 year floodplain elevations shall be shown on the plan.
12. Drainage for the site and parking area with indication of their outlet into existing facilities. No storm water runoff will be permitted to surface drain onto adjacent properties or rights of way.
13. Storm drainage/detention calculations shall be shall be submitted and follow the most current Lucas County requirements.
14. All proposed and existing off street parking, driveways, number of parking spaces and internal circulation pattern shall be shown. All curb cuts shall be measured from back of curb and shown at the curb and throat widths.

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15. Pavement details including design thickness for all parking areas and drives shall be shown.
16. Proposed loading areas with location and sizing shall be shown.
17. Landscaping, screening and sidewalks with dimensions of such areas shall be shown.
18. Fencing size, height and materials proposed and existing shall be shown.
19. Lighting including location, dimensions, illuminating characteristics shall be shown.
20. Drive thru location and stacking area shall be shown.
21. NPDES permit or NOI from the Ohio EPA shall be submitted.
22. Floodplain development permit application and associated fee shall be submitted if applicable.
23. Storm Water Pollution Prevention Plan containing submittal cover sheet, contact list, contractor contact list and certification form, one copy of the complete SWP3 plan, one copy of the completed Ohio EPA SWP3 checklist, storm drainage, sediment settling pond and post construction water quality calculations, one copy of the BMP maintenance agreement with long-term maintenance plan. One paper copy of each of the listed documents and one digital copy (PDF) of all items shall be submitted.
24. 6 sets of drawings, 11"x17" at minimum and 24"x 36" maximum shall be submitted. One digital copy (PDF) of the site plan and all documents submitted.
25. Zoning permit application and associated fee.