City of Canton Site Plan Review Process

10/23/2019

START

Zoning Permit required per Chapter 1194?

Yes

No

Site Plan required per Chapter 1195?

Yes

No

Zoning Permit issued, as applicable

ZONING PERMIT APPLICATION
Submit Zoning Permit application and other requirements in accordance with Chapter 1194 to:
Zoning Inspector (330-438-4726)

ZONING REVIEW
Coordinate as necessary with Zoning Inspector throughout review process.

PREPARE SITE PLAN
Prepare Site Plan in accordance with Chapter 1195

SITE PLAN SUBMISSION

Submit **entire site plan set (including .pdf format) as directed to Zoning Inspector** who will then distribute plans for review to the **Site Plan Review Committee (8 departments)**:

1) **Zoning Inspector:** **330-438-4726** http://cantonohio.gov/building/?pg=132
   - Conformance with zoning regulations, flood zone permits, etc.
2) **Traffic Engineering Department:** **330-489-3381** http://cantonohio.gov/engineering/
   - Traffic flow and impacts, driveway access, parking lots, etc.
3) **Water Department:** **330-489-3310** http://cantonohio.gov/water/
   - Potable water lines (mains & services), etc.
4) **Planning Department:** **330-489-3344**
   - Conformance with comprehensive plans and Planning & Zoning Code, etc.
5) **Fire Department:** **330-489-3411** http://cantonohio.gov/fire/
   - Emergency access, hydrant locations, water supply, fire sprinkler connections, etc.
6) **Water Reclamation Facility:** **330-489-3080** http://cantonohio.gov/wrf/
   - Sanitary sewer discharge flow content, discharge permits, etc.
7) **Civil Engineering Department.:** **330-489-3381** http://cantonohio.gov/engineering/
   - Storm water *quantity* management (detention), storm and sanitary sewers, curbs, sidewalks, pavement, right-of-way impacts, permits, etc.
8) **Stark SWCD (only if land disturbance ≥ 1 acre):** **330-451-7645** https://www.starkswcd.org/
   - Storm water *quality* management, SWPPPs, NPDES permits, Long-Term Maintenance Plans, pre-construction meetings, etc.

SITE PLAN REVIEW

- Each department may require **additional information, fees, other permits, etc.** as part of their respective reviews. **Contact each department individually.** Submit additional information as required (except for revised plan sheets – see below). **Coordinate as necessary throughout review process.**
- **When plan sheet revisions are required** by any department, revise the appropriate sheets. Include a revision date on the sheets as well as the plan cover sheet. **Email the *entire* plan set in .pdf format to the Zoning Inspector**. Include the latest revision date in the file name. Provide a summary in the email of revisions made and the corresponding plan sheet numbers. The Zoning Inspector will then forward the email with the revised plan set to all reviewing departments for further review, as necessary.
- **Submit hard copies of any/all revised plan sheets** only as directed by Zoning Inspector, who can distribute hard copies as needed to reviewing departments.

SITE PLAN APPROVAL
Overall Site Plan "Approval" issued by Zoning Inspector if **all 8** reviewing departments approve of the latest plans.

Building Permit required per Chapter 1303?

Yes

No

BUILDING PERMIT APPLICATION
Submit Building Permit application, plans, and other requirements in accordance with Chapter 1303 to:
Building Dept. (330-430-7800)

BUILDING DEPT. REVIEW
Coordinate as necessary with Building Dept. throughout review process.

BUILDING PLAN APPROVAL
1. **"Plan Approval" by Building Dept.**
   AND
2. **Zoning Permit**

are **BOTH required** for a Building Permit to be issued.

Building Permit issued

END
Work may begin in accordance with conditions of applicable approvals, permits, pre-construction meetings, etc.