

# Big Darby Accord Advisory Panel

## Applicant Checklist and Submittal Requirements

Revised 03/29/2021

### About the Panel

The Big Darby Accord Advisory Panel is an eleven-member body appointed by communities within the planning area. The Panel reviews zoning and development applications for compliance with the Big Darby Accord's goals and policies and provides recommendations to the Accord's member jurisdictions.

Project Information
Project Name
Project location
Checklist Completed by

### Instructions

Please complete this form. The form provides guidance to applicants with projects that require Accord Panel review.

An application package for the Panel consists of 4 required components

1. Existing conditions site map
2. Conceptual site plan
3. Site data table
4. Applicant's checklist

**Note:** Incomplete application packages will not be scheduled for Accord Panel review and will be returned to the applicant. For additional information (including meeting dates and timeline) please contact the jurisdiction in which the project is located.

### 1. Existing Conditions Site Map: Required Elements

**Instructions:** Submit a map that details existing conditions of the subject site. Include each element listed below.

**Map size:** 24" x 36"

**Map extent:** Subject site plus 300' surrounding the subject site

**Checkboxes:** Indicate a completed item with a check in the appropriate box. For elements that don't apply, indicate NA

**Scale:** 1"=300' minimum

#### Surface water Elements

- Watershed and subwatershed boundaries
- Surface water locations including perennial, intermittent, ephemeral streams
- Floodway and 100-year floodplain
- Wetlands: jurisdictional and agricultural
- Drainage patterns
- Field tile locations
- Groundwater recharge / pollution protection zones
- Wellhead protection zone
- Stream water quality (EPA assessment)
- Stormwater management facilities (on-site & nearby)
- Water quality monitoring points (Site-level and, any OEPA within 300' of subject site and nearest Ohio EPA downstream and upstream monitoring sites)

#### Utility and Roadway Elements

- Existing septic systems
- Existing wells
- Existing utilities and easements
- Existing roads and rights-of-way

#### Land Elements

- Soil types including location of hydric soils (if present)
- Topography and 2-foot contours
- Wooded areas
- Open space / natural Areas
- Significant wildlife habitat
- Existing easements
- Easement planting and management plan

#### Other Elements

- Political jurisdiction boundaries
- Existing zoning of surrounding parcels
- Nearby recreation and community facilities
- Other historical, natural or cultural resources

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## 2. Conceptual Site Plan: Required Elements

**Instructions:** Submit a conceptual site plan showing the elements listed below

**Map size:** 24" x 36".

**Map extent:** Subject site

**Checkboxes:** Indicate a completed item with a check in the appropriate box. For elements that don't apply, indicate NA

**Scale:** 1"=200' minimum

### Physical Elements

- Property lines
- Setbacks / build-to lines
- Building footprint
- Parking areas
- Proposed roadways
- Proposed utilities and easements
- Adjacent street names and access points
- Adjacent zoning and land uses
- Vicinity map and north arrow

### Environmental Elements

- Floodway and 100-year floodplain
- Stream corridor protection zone area
- SCPZ permanent on-site designation (method/design)
- LID techniques: location and type
- Stormwater BMPs: location and type
- Water quality monitoring points
- Planting areas: location, size, species
- Location of stormwater recharge zone

## 3. Site Data Table: Required Elements

**Instructions:** Submit a table with the following data listed. Include the table as a separate document or list the data on the conceptual site plan.

**Checkboxes:** Indicate a completed item with a check in the appropriate box. For elements that don't apply, indicate NA

\*Natural Area Open Space calculations are to be based on the Accord Panel's adopted definition of Conservation (Natural) Open Space.

### Acreage statements: developed areas

- Site area: gross
- Roadways and rights of way
- Site area: net of rights-of way
- Zoning districts: area for each district
- Residential land use area
- Non-residential land use area

### Acreage statements: open space

- Stream corridor protection zone area
- Other preservation and no-disturb zones
- Open space: total
- Consisting of:*
  - Natural areas\* (including SCPZ)
  - Active recreation area
  - Stormwater management facilities area
  - Other area

### Density calculations

- Density: gross
- Density: net of rights-of-way
- Density: net of rights-of-way, open space areas

### Open space calculations

- Open space requirement percentage

Include a table showing the following calculations. The areas named below must be consistent with the acreage statements to the left

<i>Area</i>	<i>Divided by:</i>
<input type="checkbox"/> Open space: total	Site area: gross
<input type="checkbox"/> Open space: total	Site area: net of rights-of-way
<input type="checkbox"/> SCPZ area	Site area: net of rights-of-way
<input type="checkbox"/> Natural areas* (including SCPZ)	Site area: net of rights-of-way
<input type="checkbox"/> Active recreation area	Site area: net of rights-of-way
<input type="checkbox"/> Stormwater mgmt. facilities area	Site area: net of rights-of-way
<input type="checkbox"/> Natural areas* (including SCPZ)	Open space: total
<input type="checkbox"/> Active recreation area	Open space: total

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## 4. Applicant's Checklist: Required Elements

**Instructions:** Complete the table below. Information provided should demonstrate how your proposal complies with the goals and policies of the Big Darby Accord. Please identify and explain any variation from the Accord Plan.

If you include a separate document instead of completing the table below, *each requirement below must be addressed in the order listed.*

### Conservation

Requirement (BDA reference)	Details/Comments
If land is proposed for development that is Tier 1 through 3, specify what types of development is being proposed for these areas?	
What Tier 1 land is being protected and how is it being protected (3.1)?	
What Tier 2 Land is being protected and how is it being protected (3.1)?	
What Tier 3 Land is being protected and how is it being protected (3.1)?	
Are wooded areas greater than 3 acres being preserved and how will they be protected (3.1.1)?	
How much open space is being provided? Will the open space provided be based on the minimum of 10 acres per 1,000 residents? Note: this includes any tiered land that is being preserved. (5.16)?	
How will the open space be connected within site?	
How will the open space link with off-site open space (5.4.2)?	
How will the open space be permanently protected (4.3)? Describe: easements, dedication, etc.	
What plant species are native and non-invasive (4.3)?	
Does the development include a long-term planting management plan that addresses items found in Section 4.3 (4.3)?	
Will the development provide a 3 year performance bond for maintenance of these plantings (4.3)?	

### Streams and Wetlands

Requirement (BDA reference)	Details/Comments
Have all the wetlands (agricultural) been identified in conjunction with NRCS (4.2.2)?	
Have all the wetlands (non-agricultural) been identified in conjunction with Army Corps of Engineers and OEPA (4.2.2)? Please indicate category of each wetland.	
Will identified wetlands be preserved or impacted by development? Explain reasoning and plans for preservation/mitigation. (4.2.2)?	
If identified wetlands will be impacted, explain status of permit and plans for mitigation. The Accord recommends mitigation within the Accord planning area (4.2.2)	
Will the development provide a wetland protection plan during the construction phase (4.2.2)?	
How will the 100-year floodplain be protected from fill and/or excavation (4.7.4)?	
How does the project incorporate stream restoration (3.6)?	
How does the project incorporate site monitoring of water quality?	
Are any streams located on the site? If so, indicate stream use designation and attainment status.	
Does any portion of the project fall within the Stream Corridor Protection Zone? If yes, how has	

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it been calculated and how will it be protected? (4.2.1)?	
What are the proposed uses and ownership for the SCPZ (4.2.1)?	
Are wetland buffers provided for all preserved wetlands in accordance with the recommendations of the Rainwater and Land Development Manual (5.2.2)?	
Is verification provided that hydrology will be maintained in preserved wetlands (4.2.2).	
Will buffers be preserved in their natural state (Rainwater and Land Development Manual)?	
How will buffers be protected by a public entity (Rainwater and Land Development Manual)?	
<b>Stormwater Best Management Practices</b>	
<b>Requirement (BDA reference)</b>	<b>Details/Comments</b>
Are the detention (quantity) controls adapted from the critical storm method (4.7.1)?	
Will the post-construction groundwater recharge rate equal or exceed the pre-development rate (4.7.2)?	
Please give details about the Stormwater Pollution Prevention Plan (SWPPP) that you will complete (4.7.3)?	
What are the details for site level monitoring of water quality, including approximate locations and data collection (5.3.1 and Figure 5.5)?	
Were BMPs selected through the site planning process, please describe your approach(4.8.1)?	
How does the site plan incorporate BMPs? Are BMPs from the toolkit in Chapter 4 of the Accord being utilized (4.7)?	
How are the BMPs consistent with Low Impact Development principles (3.5.2)?	
List BMPs that will be utilized on the project below: (3.8.3)	
<b>Sewer System</b>	
<b>Requirement (BDA reference)</b>	<b>Details/Comments</b>
What type of wastewater system has been proposed for the development, and what is the available capacity (4.9.1 and 4.9.2)?	
How does the proposal meet the requirements for Alternative Wastewater Systems (4.9.2)?	
Does the project provide measures for site-level monitoring (4.9.2)?	
<b>Revenue</b>	
<b>Requirement (BDA reference)</b>	<b>Details/Comments</b>
Is Tax Increment Financing in place or planned (5.5.4)?	
Is a New Community Authority in place or planned (5.5.4)?	
Has a developer contribution been applied (financial) (5.5.4)?	
Has a developer contribution provided (in-kind) (5.5.4)	
<b>Overall</b>	

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Requirement (BDA reference)	Details/Comments
How is the proposed Land Use consistent with the Big Darby Accord Plan. If not consistent with the Accord's land use plan, specify how land use it differs from the Accord Plan (3.3)?	
Is the proposed density consistent with Big Darby Accord Plan (3.3)?	
Does the project conserve a minimum of 50% of land as open space* (4.4)? (Conservation Development area only)	
How does the project incorporate LID principles? Please list all LID techniques to be used. (3.5.2)	
How does the project incorporate the Town Center Principles (4.6)? (Town Center area only)	
Does the site incorporate LEED Principles (3.4)? (Required in LEED area)	
Does the project incorporate the required public facilities? How will schools, fire, police service be provided? (5.3.3)?	
How will the project provide overall trail linkages (4.11)?	
How will the project provide the required transportation improvements (4.10)?	

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