



PLANNING DEPARTMENT
CITY OF BOWLING GREEN

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☐ **Check with the Planning Department to determine what zoning classification the property is located in.** This determines the type of development process that is required (Ex: The S-District process takes several months), the minimum lot size, setback, maximum height requirements, and if the proposed use is permitted in the zoning district. It will also have to be determined if the property is located adjacent to residential, which requires additional buffering and setbacks. **Zoning permits are required from the City of Bowling Green and building permits are required from Wood County Building Inspection – (419) 354-9190.**

Other items to consider

- What are the parking requirements? (number of spaces, ADA spaces, where can the parking be located, required aisle widths, shade trees or island requirements, driveway setbacks)
- Talking to the Utilities Director and/or Electric Superintendent, if you will have increased water, sewer, or electric needs.
- Talking to the City Engineer if there are questions regarding drainage and/or connections to utilities (information can also be accessed at www.bgoohio.org, go to “Public Works Department”, then “Engineering Division”).
- Does the property require a split and/or consolidation or new address? (If applicable, the Planning Department can provide further information)
- Are any variances required from the Zoning Board of Appeals? (Plan time for this)
- Stone is not permitted for parking or drives.
- Separate permits are required for any taps, curb cuts, sidewalks, excavating in the right-of-way, etc., through other city departments/divisions.

☐ **Traffic Impact Study (TIS) or Access Request Study (ARS) is required (at the cost of the property owner).** The City of Bowling Green Access Management Policies & Guidelines (AMPAG) require a TIS/ARS with any new development, change-in-use that increases traffic, and/or alteration to existing structures are proposed. The AMPAG can be accessed on the web. Go to www.bgoohio.org, then “Planning Department”, where there is a link to the document.

- Once the city receives the TIS/ARS, the city hires a traffic consultant to review the TIS/ARS, in accordance with the AMPAG (city pays for the review).
- The traffic consultant sends the city the review of the TIS/ARS, which is forwarded to the property owner.
- The results of the review are to be included in the site plan for the proposed development. (Ex: Per the AMPAG, a driveway may need to be improved or eliminated, more right-of-way may be required, directional signage may be required, etc.)

□ **Once access to the site is reviewed and all other issued considered, a zoning certificate is required before work can be started.** To apply for a zoning certificate a fee is required and the following items are required to be on the site plan per Section 150.103 APPLICATION AND ISSUANCE OF ZONING CERTIFICATE: **Every application for a zoning certificate, except for new one- and two-family dwellings, additions or alterations to one- and two-family dwellings, accessory structures associated with one- and two- family dwellings, fences, signs, and changing the pitch of the roof, shall contain the following utilities information.**

- **Site bench mark.** This shall meet the requirements of Section 12.02 of the Codified Ordinances of the city.
- **Existing elevations on site and on adjacent properties.** This information shall be sufficient to indicate directions of drainage flow.
- **Proposed elevations:** a. Finished grade at proposed building; b. Parking areas, drives, and alley improvements; and c. Finished elevation and location of all grade changes of public sidewalks.
- **Locations and sizes of all existing utilities** (electric, natural gas, communication, water lines, storm sewers, sanitary, or combination sewers) and appurtenances thereto.
- **Locations and sizes of any existing water and sewer service connections.**
- **Locations, sizes, types of material, and elevations of proposed sewers, water lines.**
- **Locations of the proposed tie to electric system, electric service, and electric load.**
- **Locations of natural gas and communication lines.**
- Drawings shall **show all right-of-way lines and property lines.**
- All drawings **must be prepared on reproducible paper.**
- For plans of **five acres or less, the scale shall be an engineers scale, not less than one to 20.** For plans for **more than five acres, the scale shall be an engineers scale, not less than one to 40.**
- All drawings must include a **north arrow** and **legend that indicates existing and proposed sewers, waterlines, and elevations.**
- **A note shall be on each plan to indicate that all construction and materials must meet the requirements of the City of Bowling Green.**
- **A registered engineer shall prepare the drawing** for new construction on vacant parcel(s) and the registered engineer **shall seal the drawing.**
- **The project plan submitted in an electronic format compatible with the city's computer assisted drawing program.** The electronic copy shall be provided on a **CD or other media** acceptable to the city.
- **Complete Stormwater Pollution Plan forms** as required by the Storm Design requirements of the city.
- **Plans and calculations** addressing **storm detention, water quality volume and storm sewers.**
- **After final approval by the city, the developer must supply the city with 6 prints of final drawing.** Two sets are returned to applicant, with 1 to remain on-site during construction.

□ **After all the other items are taken care of, permits can take two weeks (approximately) to administratively review by Engineering, Public Works, Utilities, Electric Superintendent, Fire Chief, and Planning.**

****Contact the office at a future date for sign permits****