

**In addition to a City of Waverly Zoning Permit Application, all Commercial Building New Construction, Renovation or Additions must be accompanied by a Site Plan prepared by either a State of Ohio registered Surveyor or Engineer;**

**The following items must be included in the Site Plan submitted to the City of Waverly Zoning Administrator:**

- Date, scale and north arrow;
- Dimensions of lot or property boundary;
- Parcel Number;
- Length and width of any street(s) section(s) abutting the property;
- Length and width of any public right-of-ways or easements located on or abutting against the property;
- Dimensions of building(s) on said property;
- Topographical and building floor elevations;
- Illustration of how building(s) will exist on the said property to include setbacks;
- Illustration of where building will be tied into city water and sanitary sewer system to include size of lines as well as any proposed manholes, pumps valves and fire hydrants;
- Location and type of any proposed sprinkler systems;
- Illustration of how surface water drainage will be handled;
- Illustration of any parking lots or spaces to be used or constructed to include number, size and location in relation to the building or buildings proposed;
- If building is being erected within the flood plain, specific elevations are required by the City and should be addressed appropriately.

Any area being developed within a Flood Hazard District must be approved by the City Planning Commission before approval of the Zoning Permit Application;

**The following items must be submitted to the Ross County Building Department upon City Zoning Application approval:**

- An approved City of Waverly Zoning Application as signed by the City Zoning Administrator;
- Completed and signed "Ross County Building Department Application for Plan Approval";
- Two (2) sets of plans to include site plan, floor plan, truss plans and elevations, with signature and embossed seal of Architect or Engineer of Record.
- The Architect or Engineer of record must sign a Conformance letter, or correct language must appear on stamped plans.
- Check in the correct amount for the permit, made payable to Ross County Building Department.