



Warren County Regional Planning Commission  
Warren County Administration Building  
406 Justice Drive, Lebanon, Ohio 45036

Link to latest form: <https://www.co.warren.oh.us/planning/Forms/Default.aspx>

Date Received Stamp

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File No. \_\_\_\_\_ Form Updated 2/3/25  
Total Fee & Calculation \_\_\_\_\_

W C R P C

**APPLICATION FOR CONCEPT PLAN REVIEW**

Date \_\_\_\_\_

1. Property Owner \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_
2. Surveyor/Engineer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_
3. Property Location: Township \_\_\_\_\_ Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_ or Military Survey \_\_\_\_\_  
Frontage Street(s) \_\_\_\_\_ Sidwell(s) \_\_\_\_\_
4. Proposed Subdivision:  
Name \_\_\_\_\_ Total Acres \_\_\_\_\_ Number of Lots \_\_\_\_\_  
Zoning Classification \_\_\_\_\_  
Proposed Use of Lots \_\_\_\_\_  
Is wastewater to be treated and disposed of on site? Yes No  
If no, state wastewater service provider: \_\_\_\_\_  
Is the source of water on-site? Yes No  
If no, state water service provider: \_\_\_\_\_
5. Are any variances or waivers to the Subdivision Regulations anticipated? Yes No  
(If yes, submit justification letter)
6. **Submittal Requirements:**
  - a) A completed application form.
  - b) One (1) 24 x 36" copy of the concept plan containing all information required in Section 301 of the Warren County Subdivision Regulations. No lot lines shall be shown on the concept plan. Inclusion of lot lines may result in extra fees.
  - c) An electronic copy of the concept plan submitted by email as a .pdf file to kimberly.mehl@co.warren.oh.us.
  - d) Location/vicinity map showing relation of property to other subdivision phases, other developments and surrounding area.
  - e) Map(s) showing existing conditions, including natural, physical, and administrative features (see reverse side).
  - f) Map(s) showing proposed changes to the property (see reverse side).
  - g) A concept plan narrative (see reverse side).
  - h) A complete land use/site data table (see reverse side for blank table).
  - i) A filing fee of \$279

As required per Section 301 of the Warren County Subdivision Regulations, the undersigned applicant hereby agrees to the Concept Plan submission and review. It is understood and agreed that separate submissions of a preliminary plan and final plat shall be required respectively per Sections 302-316 of the Warren County Subdivision Regulations, and that each submission will be required to comply with the requirements specified in the Warren County Subdivision Regulations.

Print Name

Date

Print Name

Date

Signature of Applicant(s) *Electronic Signature Acceptable*

Signature of Property Owner(s) **(REQUIRED)** *Electronic Signature Acceptable*

## CONCEPT PLAN REQUIREMENTS

### Existing Conditions Checklist

#### Natural Features (Sec. 301.A.2.ii)

- ☐ Floodplain boundaries
- ☐ Watershed/Sub-watershed boundaries
- ☐ Topographic contours
- ☐ Major natural features in and within 500 feet of the site (wetlands, streams, ponds, rivers, aquifers, wildlife habitats, forested areas, ridgelines, slopes in excess of 25 percent, etc.)

#### Physical and Administrative Features (Sec. 301.A.2.iii)

- ☐ Zoning district acreage(s) on the property
- ☐ Current aerial photograph with project boundaries
- ☐ Visible and/or known man-made features in and within 500 feet of the site (bridges, railroad tracks, buildings, historic/cultural features, trails, historic structures/remnants, archaeological resources, cemeteries, historic or current waste disposal sites, etc.)
- ☐ Roadway features, including location, name, and right-of-way
- ☐ Driveway locations on the property and nearby

### Concept Plan Narrative Checklist

#### Location and Documentation of Features:

- ☐ Area parks serving the property
- ☐ School facilities serving the property
- ☐ Community facilities near the property
- ☐ Any other public spaces near the property

#### Proposed Approach for:

- ☐ Drinking water supply/provision
- ☐ Landscaping
- ☐ Storm water management/retention
- ☐ Waste water treatment

### Proposed Changes Checklist

- ☐ Location of any new roadway
- ☐ Street layout, including connections to adjacent streets/properties, and right-of-way width
- ☐ General driveway location(s) for non-residential subdivisions
- ☐ Any amenities, including common areas, trails, or community buildings
- ☐ Open space areas (if applicable)
- ☐ Conservation areas (if applicable)
- ☐ Recreational areas (if applicable)
- ☐ Use areas, and/or diagrams for typical lots (e.g. single-family, townhouse, multi-family, commercial, civic)
- ☐ Any pedestrian trails or bike paths

### Land Use/Site Data Table

Provide numeric answers in right column.

Gross acreage of property	
Natural features acreage (Wetlands + High Slopes + Water Bodies + Floodplain)	
Net acreage (Gross acreage minus natural features acreage)	
Open space acreage	
Land use acreage	
Anticipated number or range of lots (single-family developments only)	
Anticipated number or range of units (mixed-use or multi-family residential developments only)	