



APPLICATION TO APPEAR BEFORE THE PLANNING COMMISSION/ARCHITECTURAL REVIEW BOARD

Application Date: Fee: Project #

(SUBMIT ONE APPLICATION FOR EACH BUILDING, STRUCTURE, OR SUBLOT)

Project Address: Parcel #:

Location, Landmarks, etc.:

Project Name and Description of Building (store, church, residence, etc.):

BUSINESS BEFORE THE COMMISSION (CHECK ALL THAT APPLY)

- Garage* Storage Shed Addition* Deck* Sign* Lot consolidation* New Dwelling*
New Commercial Structure* Lot split* Parking Lot* Special Use Permit (Public Hearing Required)
Rezoning* (Public Hearing Required) * Clearing/grading* Wall/Foundation* Other* (Explain Below)

*Professional Services Deposit Required

Description of Project:

Signage Information: Type of Sign: Height: Width:

Square Footage: Setback from Street: Setback From Building:

Closest Other Sign: Total Number of Signs on Property: Number of Faces:

Lot Information: Zoning District: Percent of Lot Covered by Building:

Number of Parking Spaces Required: Number of Parking Spaces Provided:

Building Information: Estimated Cost of Project: \$

Square Footage of Enclosed Building Space: Number of Dwelling Units Proposed:

Proposed Building Setbacks: From Street: Side Yards: (R) (L) Rear Property Line:

Required Setbacks per Code: From Street: Side Yards: (R) (L) Rear Property Line:

Property Owner Name:

Property Owner Address:

City: State: Zip:

Phone: Fax:

Applicant's Name:

Name of Firm:

Address:

City: State: Zip:

Phone: Fax:

Applicant Signature Date

All fees must be in the form of company check, certified check, or money order. We do not accept cash, personal check, or credit card

Denied

PLANNING COMMISSION **PROCEDURES AND INFORMATION**

The Planning Commission meets the second (2nd) Monday of each Month at 7:00 p.m. in the Council Chambers of City Hall located at 4301 Warrensville Center Road

Applications, all drawings, proper fees, and any related information, must be submitted to the Building Commissioner no later than fifteen (15) working days prior to the Planning Commission Meeting.

No permit shall be issued for any grading construction or demolition until the owner files an application to appear before the Planning Commission for site plan approval and/or preliminary development/project approval.

Application for site plan approval may be preliminary and/or final. Preliminary approval shall not necessarily be binding upon either property owner or City but shall be a statement of the intent of either party and shall at all times be subject to final approval.

When the Planning Commission finds that the project is in accord with the Zoning Code and ordinances of the City, the Commission shall approve the project, and transmit same to Council for their review and action.

Upon approval by Council, the applicant may submit an Application for Certificate of Plan Review and Plans with the Building Department.

Contacting the Building Department:

It is strongly advised that all prospective applicants consult with the Building Commissioner or staff before submitting an application. Staff members will explain the approval process and make applicants aware of regulations that apply to their project(s). The department can be reached at (216) 587-1230, Monday through Friday 9:00 a.m. to 5:00 p.m...

Application Submission and required Documents:

An application must include the following documents:

Without these materials the application will be viewed as incomplete and will not be acted upon.

1. Fifteen packets/sets of preliminary plans, to scale, containing the following information:
 - a. Completed application form
 - b. Cover letter requesting to be placed on the agenda, with a description of the project being proposed and an explanation of intent.
 - c. Development plans drawn to scale on paper no larger than 11" X 17".
 - d. Site Plans drawn to scale on paper no larger than 11" X 17".
 - e. Small color renderings for planning commission and
2. Large color rendering for final approval by Council.
3. Proof of control of property by ownership.
4. Application fees and required deposits.

All drawings must be clear, comprehensive, detailed and legible when submitted. The Planning Commission will review all aspects of construction, so the plans must be inclusive of details, orientations, materials, color scheme and relationships to existing conditions, etc. and as described under development plan requirements.

Development Plan Requirements:

Plans should follow these guidelines.

1. **Site Plan** – drawn to a minimum scale: $\frac{1}{2}'' = 10'$
2. **Floor Plan** – submit floor plans showing all floors and all relevant information such as door swings, stairs, windows, shafts, walls and materials, clearly described, etc. Identify all spaces by their intended use (i.e. bedroom, living room, kitchen, office, etc.)
Minimum scale $\frac{1}{4}'' = 1'$
3. **Elevations** – submit front, side and rear elevations to completely describe the exterior design of the building. Include floor to floor dimensions, chimneys, windows, and any exterior equipment (i.e. HVAC, etc.) that is exposed to view.
4. **Wall sections, cross sections, and any detail sections** that may be necessary to describe the general building construction including footer, foundation, wall, ceiling, floor and roof materials and method(s) of construction.
5. **Grading and Topographical plans** – submit as necessary
6. **Fire protection plans** – (Commercial buildings) separate sets of plans are required for each fire protection system that will be installed.
7. **Additional Specifications** – Additional information, samples of materials, and graphics may be required by Building Officials or the Planning Commission for review of special designs, equipment, or construction methods.

Site Plan Requirements:

Site plans submitted to the Planning Commission for consideration shall conform to the following requirements when applicable.

1. Location of the building and lot relative to property lines, street, and other buildings on site
2. Setbacks from street and all property lines as per code requirements
3. Grading and topographical documents, landscaping details (required for new buildings)
4. Roof type and pitch, storm drainage details, wind and snow load
5. Parking requirements (number and location of spaces) and surfacing materials
6. Location of right-of-way and easements
7. Distance between or from other buildings
8. Lighting information to assure code compliance of the site.
9. Location of mechanical equipment not located within the building
10. Location and type of fencing

Fees and Deposits:

Note: The fees for preliminary plan review are non refundable and is as follows

1333.13 FEES FOR PLAN REGISTRATION, ADMINISTRATION AND FILING

All plans for new buildings or exterior alterations must be submitted to the Planning Commission/Architectural Review Board, together with separate administration and registration fees, specifications are submitted and before the Planning Commission/Architectural Review Board will make any review as follows:

- (a) **New Construction; Preliminary Plan Review Prior to Complete Plan Submission.**
 - (1) For each new apartment, business, commercial or industrial building, hotels, motels and multi-family units. Minimum fee: \$100.00.
 - (2) For each single or two family dwelling. Minimum fee: \$100.00.
 - (3) For each accessory or storage building. Minimum fee: \$100.00.
- (b) **Alterations and Additions.**
 - (1) Apartments, business, commercial or industrial buildings, hotels, motels and multi-family units. Minimum fee: \$100.00.
 - (2) For each single or two family dwelling with or without an attached garage. Minimum fee: \$75.00.
 - (3) For each outbuilding, garage in a residential area. Minimum fee: \$35.00.
 - (4) For each deck, swimming pools and all other buildings and structures other than those hereto listed. Minimum fee: \$25.00.
- (c) **Second of Third Readings of Revised Plans.** For any plans requiring a second reading, a non-refundable administration fee of fifty dollars (\$50.00) per review will be required when submitting revised plans.
- (d) **Moving Building.** Moving any building on the same lot or across a property line: \$75.00.
- (e) **Change in Plans.** When revised plans presented after a permit has been issued, an additional filing fee shall be charged and collected before such revised plans shall be considered. The initial fee shall be one hundred dollars (\$100.00) plus \$2.00 per 100 sq. ft. Maximum: \$150.00.
(Ord. 2003-083. Passed 8-5-03.)

Note: Any work requiring a public hearing will require an additional fee of one hundred and sixty dollars (\$160.00) to cover the cost of the public notice. Any work that will require a professional services will require a five hundred dollar (\$500.00) deposit at the time the application to appear before the Planning Commission/Architectural Review Board is submitted.

The applications may be dropped off at the Building Department or mailed, with proper documents and fees, to: Building Department, 19700 Miles Road, Warrensville Heights, Ohio 44128.

Special Permit Uses:

A special use permit may be obtained in any zoning district provided such use, in the judgment of the Planning Commission, will serve the public convenience and welfare, and will not permanently injure the appropriate use of the neighboring property. Such permitted use shall only be granted in individual cases and only after a public notice and hearing, and subject to conditions and safeguards as the Planning Commission may establish. Any permit granted by the Planning Commission for such uses shall not become effective until confirmed by Resolution of Council. The fee for the Public Notice is one hundred and sixty dollars (\$160.00) deposit

Procedure for Submitting the Application:

The materials required with the application for a special use permit or "Special Permit Use" is the same as

other applications with the addition of three (3) large (24"x36") color renderings for Council and Public Review.

Public Hearing and Special Use

When there is a request for a special use Permit, a portion of the Planning Commission Meeting will be set aside for a Public Hearing; at which time, the applicant will make presentations regarding the proposed conditional or special use. Neighbors, who will be notified by a notice placed in the local newspaper, will have the opportunity to comment during this portion of the Planning Commission's meeting.

The Planning Commission may grant or deny the request for a special use permit or it may postpone making a decision to consider or seek additional information. It is the Planning Commission's responsibility to make decisions based on the facts presented, within the framework set by the Zoning Code.

The granting of a Special Use permit by the Planning Commission does not imply approval of specific plans by the Building Department or other City entities. Questions about building permits and regulations may be addressed to the Building Department at (216) 587-1230.

Building Permit Documents;

Once Council has approved the preliminary plans as recommended by the Planning Commission; final construction documents detailing all building and fire codes, may be submitted to the Building Department for review and approval by an Architect, Engineer, and Chief Building Official.