

Maple Heights Planning & Zoning Commission

Application Requirements

No application to the Planning/Zoning Commission shall be considered complete until the following information, documents, or plans have been submitted, AND accepted by the Building Official, in the appropriate quantities:

1. One completed application form. All applicant and owner information lines must be completed, with a legible signature at the bottom. The "Action Requested" line should have enough information supplied so that the Building Official will be able to write the formal language. The Building Official will also complete the Zoning location and Code Sections lines.
2. Submission of the appropriate application fee: **\$75.00 for 1&2 Family Dwellings**, or **\$275.00 for Commercial Property, New Homes, Type-A Daycare, and Home Occupation Businesses**.

ALL DRAWINGS, APPLICATIONS AND FEES MUST BE SUBMITTED BY 3:30 P.M. ON THE APPLICATION DEADLINES LISTED ON PAGE 3, TO THE BUILDING DEPARTMENT (NO EXCEPTIONS). THE DEADLINES FOR APPLICATIONS ARE SUBJECT TO CHANGE BY THE BUILDING OFFICIAL IN ANY MONTH THAT A HOLIDAY FALLS IN THE SCHEDULE. PLANNING & ZONING MEETINGS ARE GENERALLY HELD ON THE 2ND MONDAY OF THE MONTH.

(See annual schedule on page 3.)

3. **ADVERTISING FEE: \$25.00**
4. Ten comprehensive site plans, including all of the following items:
 - a. Lot dimensions and Scale used.
 - b. Building setbacks (distance to all property lines).
 - c. Location and dimensions of all paved parking areas.
 - d. Number, size, and location of all parking spaces, including handicapped spaces.
 - e. Parking requirement calculation, based on City parking codes. You must contact Building Department staff to find out your specific square footage requirements, based on the proposed use.
 - f. Existing and proposed landscaping, including type and number of all plants, shrubs and trees.
 - g. Exterior lighting, existing and proposed. Large projects may need to supply photometric drawings.
 - h. Calculations of the percentage of impervious surface (Buildings and paving), versus landscaped area, for the entire lot.
 - i. Location and size of dumpster and enclosure.
 - j. Other site features including, but not limited to, free standing signs, fences, parking bumper blocks, catch basins or other drainage, and guard rails.
 - k. In residential districts, the exact placement of any proposed, fence shed, garage, or additions, driveways, sidewalks, playground, or other proposal to be approved by the Planning and Zoning Commission.

5. Architectural drawings of any changes proposed for the street appearance of the structure.
6. Art work and design drawings for all proposed signs, including dimensions, scale, colors, and mounting details.

Every effort will be made to make applicants aware of any shortcomings or omissions as soon as possible, in order to not hold up applicants unnecessarily. However, failure to supply required information by the application deadline will result in the application being delayed until the next meeting, or later. Last minute applications obviously run the risk of being delayed due to being incomplete.

REQUIRED DRAWINGS. (1262.08 Required Drawings)

- (1) Applications shall be accompanied by:
- (2) **Ten (10) complete sets** of professional Quality drawings including one electronic drawing of the same for all zones except residential. Other than a new structure, drawings in residential zones may be hand drawn, providing that all applicable listed items are included and legible. Hand drawings must be made in black ink. No pencil drawings are permitted.
 - (a) A plat showing the dimensions of the lot to be developed or redeveloped, the lot number, information as to any unusual natural or topographic features and evidence that the lot has been surveyed and properly located; **OR**
 - (b) A site plan, drawn to scale, showing the location, by dimension, of any easement, of proposed and existing buildings, driveways, walks and proposed finished grades, the location, distance to and use of adjacent buildings on adjoining lots, and the location and size of the garage for each residential building, whether the garage is included in the application or to be built at a future date;

Note: The following are a few of the items that shall be included on plans, when applicable:

- * Scale used shall be noted on each plan submitted;
- * Legend showing existing required and proposed parking spaces;
- * Dimensions of parking spaces (9' x 20' min. or 13' x 20 for HP);
- * Wheel stops and/or curbs;
- * Parking lot striping that is proposed - include all fire lanes;
- * Signage for parking spaces for the disabled;
- * Engineered parking lot drainage system plan;
- * Complete details for exterior and parking lot lighting, existing or proposed;
- * Lot coverage density calculation
- * Professionally prepared landscape plan - include any fencing and dumpster enclosure
- * Proposed colors for building (include samples and photos);
- * Complete signage plans and details, including colors and lighting;
- * Non-residential plans shall be signed and stamped by Ohio Architect or Engineer.
- * Underground utilities

- (c) Such other drawings and information as may be required for a building permit application, not including detailed construction drawings for the trades.

- (2) Required drawings, for new construction, additions and alterations that are subject to Planning and Zoning Commission review, shall be on file in the Building Department and available for public inspection *by 4:00 p.m. on the date of the application deadline*, at which time such drawings will be considered by the Planning and Zoning Commission.

1262.08 REVIEW OF APPLICATIONS.

- (1) Applications that require design review shall be submitted to the Building Commissioner. *If the Building Official approves* the application and *all documents comply* with the Zoning Code, the Building Official shall transmit such application with his or her report to the City Planning/Zoning Commission for its action.
- (2) If the Planning & Zoning Commission or the Building Official does not recommend approval of the application, changes in the drawings may be necessary to accomplish the purposes of the Zoning Code. In such instances conferences with applicants may be held up to 60 days.

1262.03 APPLICATION DEADLINES.

No matter shall be considered by the Planning and Zoning Commission at any meeting unless an application, with all required supporting documents, is submitted to the Building Department prior to 3:30 p.m., on the date of the application deadlines listed below, which provides at least one (1) week for review and ten (10) calendar days for advertisements. Public Hearings are advertised only on Wednesdays in the *Neighborhood News*. No exception to this requirement will be permitted without the approval of the Building Official. If it is a City-wide matter, no exceptions to this requirement will be permitted without the approval of the President of Council and the Building Official. The deadlines for applications and the meeting dates are subject to change when a holiday falls in the schedule.

<u>PZC MEETING DATE</u>	<u>BLDG. DEPT. DEADLINE</u>	<u>APPLICATIONS DATED</u>
Monday, January 23, 2017	Friday, December 30, 2016	Nov. 3, 2016 - Dec. 30, 2016
Monday, February 13, 2017	Tuesday, January 24, 2017	Jan. 3, 2017 - Jan. 24, 2017
Monday, March 13, 2017	Tuesday, February 21, 2017	Jan. 25, 2017 - Feb. 21, 2017
Monday, April, 10, 2017	Tuesday, March 21, 2017	Feb. 22, 2017 - Mar. 21, 2017
Monday, May 8, 2017	Tuesday, April 18, 2017	Mar. 22, 2017 - Apr.18, 2017
Monday, June 12, 2017	Tuesday, May 23, 2017	Apr. 19, 2017 - May 23, 2017
Monday, July 10, 2017	Monday, June 19, 2017	May 24, 2017 - June 19, 2017
Monday, Aug. 14, 2017	Tuesday, July 25, 2017	June 20, 2017 - July 25, 2017
Monday, Sept. 11, 2017	Monday, Aug. 21, 2017	July 26, 2017 - Aug. 21, 2017
Monday, Oct. 9, 2017	Tuesday, Sept. 19, 2017	Aug. 22, 2017 - Sept. 19, 2017
Monday, Nov. 13, 2017	Tuesday, Oct. 24, 2017	Sept. 20, 2017 - Oct. 24, 2017
Monday, Dec. 11, 2017	Monday, Nov. 20, 2017	Oct. 25, 2017 - Nov. 20, 2017
Monday, Jan. 8, 2018	Monday, Dec. 18, 2017	Nov. 21, 2017 - Dec. 18, 2017