



# PLANNING AND ZONING COMMISSION APPLICATION

## Building Department

### Applicant Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Property Information

Property Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Property Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Previous Use of Land/Space: \_\_\_\_\_  
When did the previous use end? \_\_\_\_\_

### Project Information

**Project Narrative:** Using the space below, provide a brief description of your proposed project and use:

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**Project Drawings:** At minimum, a site/floor plan drawn to scale must be submitted with this application. Please see Page 2, Required Drawings, for more information.

**Action Requested** (check all that apply):

- |                                                                                  |                                                                    |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Conditional Use Permit (additional submittals required) | <input type="checkbox"/> Variance (additional submittals required) |
| <input type="checkbox"/> Lot Consolidation/Lot Split                             | <input type="checkbox"/> Determination of Similar Uses             |
| <input type="checkbox"/> Zoning Text Amendment                                   | <input type="checkbox"/> Preliminary Plat                          |
| <input type="checkbox"/> Zoning Map Amendment                                    | <input type="checkbox"/> Final Plat                                |



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### Acknowledgement & Signature

To the best of my knowledge, the foregoing statements are true and correct. I understand the Building Commissioner reserves the right to refuse this application if found to be incomplete or improperly submitted, including, but not limited to, the attached application and drawings. I, or my authorized agent or representative, shall be present at the public meeting on the date designated by the Secretary of the Planning and Zoning Commission. I further understand that my failure to be present for the meeting at the date and time stated below may cause the case to be denied. I understand that if I have questions about my application or the Planning and Zoning Commission agenda, I should contact the Secretary of the Planning and Zoning Commission at (216) 587-9000.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### 1262.08 Required Drawings

1. Applications for a building permit shall be accompanied by:
  - a. A total of seven (7) paper copies of all documents to be submitted to the Building Department, Building Commissioner, Council Clerk, Director of Planning and Development, and Commission Members.
  - b. A plat showing the dimensions of the lot to be developed, the lot number, information as to any unusual natural or topographic features and evidence that the lot has been surveyed and property located;
  - c. 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;
  - d. Such other drawings and information as may be required for a building permit application; and
  - e. A fee as established by ordinance.
2. Required drawings, for new construction, additions and alterations of multifamily and nonresidential buildings that are subject to Planning and Zoning Commission review, shall be on file in the Building Department and available for public inspection not less than fourteen (14) business days prior to the Planning and Zoning Commission meeting at which such drawings will be considered.
3. Submit electronic copies of files in PDF format to [buildinghelp@mapleheightsohio.com](mailto:buildinghelp@mapleheightsohio.com).

### 1262.09 Review of Applications

1. Applications for building permits and accompanying drawings that require design review shall be submitted to the Building Commissioner or his or her selected representative. If he or she finds that the application and all documents comply with this Zoning Code, he or she shall transmit such applications with his or her report to the City Planning and Zoning Commission for its action.
2. For the purposes of carrying out its duties, the Planning and Zoning Commission shall refer building applicants to the Architectural Review Board when, in the opinion of the Building Commissioner, the cost of the alterations or new construction shall be five hundred thousand dollars (\$500,000) or more. The Architectural Review Board shall then make its recommendations to the Planning and Zoning Commission. The Planning and Zoning Commission may also refer applicants to the Architectural Review Board for a lesser amount if the scope of the design of the project merits architectural review. It is the intent of this section to limit architectural board review to commercial applicants and publicly owned buildings.
3. Upon approval by the Planning and Zoning Commission, the Building Commissioner or his or her selected representative shall be authorized to issue a building permit.



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### Building Official Use Only

Property Zoning District: \_\_\_\_\_ Chapter: \_\_\_\_\_

Appearance before Planning and Zoning Commission is not required based on project information.

Appearance before Planning and Zoning Commission is required for the following item(s):

Conditional Use Permit (additional submittals required)     Variance (additional submittals required)

Lot Consolidation/Lot Split     Determination of Similar Uses

Zoning Text Amendment     Preliminary Plat

Zoning Map Amendment     Final Plat

Appeal of the Building Official's Determination

Comments and Code Citations:

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Departmental Reviews:

City Engineer     Fire Department     Law Department     Planning and Development Department



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### Conditional Use Permit Statement

As the applicant, I understand that in requesting a Conditional Use Permit, the Planning and Zoning Commission shall review the particular facts and circumstances of each proposed use in terms of the standards listed below and outline in Codified Ordinance Chapter 1262.12. I believe that my request for a Conditional use permit conforms to the standards for such permit as listed below. Further, I understand that the Planning and Zoning Commission may as for supporting documentation demonstrating how the application conforms to the standards listed below.

1. The use will not discourage the development or impair the value of the surrounding and adjacent land and use districts;
2. The concentration and volume of vehicles in connection with the use will not be more dangerous and hazardous than the usual traffic of the use district;
3. The proposed use must not produce a negative impact upon the abutting or surrounding properties and zoning uses given the characteristics, size, location, intensity, and nature of the proposed use and any structure;
4. The location, extent, arrangement, and intensity of the proposed use shall be such that its operation will not be objectionable to adjacent and surrounding uses by reason of noise, smoke, dust, odor, fumes, vibrations, or glare;
5. The use, arrangement of and location of uses and structures must be compatible with surrounding uses and zones or must be capable of being made compatible through the imposition of conditions;
6. The use and structures must not be detrimental to the health, safety, and welfare of the locality involved;
7. The proposed use is properly located in relation to any adopted master plan, general plan, land use plan, thoroughfare plan, or street plan, particularly in its relation to existing collection and local street systems and pedestrian circulation;

Factors to be considered in evaluating the standards set forth above may include, but are not limited to the following:

- Land Use
- Height
- Setbacks
- Business or Other Activities
- Open Space
- Density
- Location of Structures and Uses on Site
- Screening
- Signs/Advertisements
- Paving
- Hours of Operation
- Lighting
- Landscaping
- Fencing/Walling
- Mechanical Systems/HVAC
- Dumpster Locations
- Parking
- Noise Generation

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Applicant's Printed Name

Applicant's Signature

Date