

City of Brecksville
 9069 Brecksville Rd.
 Brecksville, Ohio 44141
 Phone: (440) 526-2630
 Fax: (440) 526-6322

Application Date: _____ **Meeting Date:** _____
 Plan. Comm. Fee Paid: \$ _____ Receipt No. _____
 Prof. Review Fee: \$ _____ Receipt No. _____
 Public Hearing Fee \$ _____ Receipt No. _____

Planning Commission Action Request

Project Name: _____ Address: _____
 Permanent Parcel _____ Zoning: _____
 Owners _____

Agent/Applicant Contact _____ Phone No. (____) _____
 Name _____ Cell No.(____) _____
 Street Address _____ Fax No (____) _____
 City _____ State _____ Zip Code _____
 Email: _____

Request Type: Pre-Application/Consultation _____ Preliminary _____ Final _____

APPLICATION MUST BE FILLED OUT IN FULL TO BE PLACED ON THE AGENDA.

List the latest drawing numbers and dates of the following applicable items and documents. (All drawings and documents must be dated).

SEE ZONING CODE FOR SPECIFICS (Chapter 1121, 1193, or 1195)	DRAWING DOCUMENT NO'S.	DATE
Plat/Plot Plan		
Site Plan		
Topography		
Building Lines		
Grading/Drainage		
Utilities		
Parking		
Landscaping/Table of Plantings		
Building Floor Plans		
Building Elevations/Details/Materials/Colors		
Easement/Restrictions/Covenants		
Table of all Zoning Requirements		
Soil Report		
Outdoor Lighting Fixtures		
Sign Locations		

List other supplied drawings, documents under “Comments”. A new request form must be filled out for each submittal, re-submittal or partial submittal of only drawings or documents. **Submit 12 folded sets of plans.**

“I, _____, hereby knowingly waive the time requirements set forth in Ohio Revised Code Section 711.09 for review of materials submitted to a Planning Commission or legislative authority. I hereby acknowledge the time requirements for review of materials as outlined in the Codified Ordinances of the City of Brecksville, and agree to follow the process set forth the Codified Ordinances of the City of Brecksville.

Applicants Signature _____ Date _____ Printed or Typed Name _____

PLEASE ATTACH ADDITIONAL PAGES IF NEEDED.

DETAILED DESCRIPTION OF THE PROJECT:

(SUBDIVISION OF LAND, NEW OR RE-DEVELOPMENT, CHANGE OF ZONING, OCCUPANCY PERMIT/BUILDING USE CHANGE, ETC.)

DETAILED DESCRIPTION OF THE PROPOSED USE:

(OFFICES, RETAIL, MANUFACTURING, LABORATORY, WAREHOUSE, DISTRIBUTION, STORAGE MATERIALS, ETC.)

NUMBER OF EMPLOYEES: _____

PROPOSED LIST OF ANY ZONING CONFLICTS:

The City of Brecksville charges application review fees that are associated with project review by the City and its consultants prior to project approval. **All fees are due at the time of application, submitted to the Building Department, and are determined as follows:**

Planning Commission (Section 1101.02). Application fee \$25.00. The public hearing fee is \$50.00. Substantial changes to a proposal may result in additional fees. If your proposal is one of the following, the application fee is applicable towards the total due in relation to this schedule.

District	Category	Fee
R-60, R-40, R-30, R-20	One-family Detached	See minor or major subdivision or PDA
R-16, R-8, R-A	One-family Multifamily	See minor or major subdivision or PDA
C-F	Community Facilities	\$10/1,000 square feet
L-B	Local Business	\$10/1,000 square feet
S-C	Shopping Center	\$10/1,000 square feet
O-B	Office Building	\$10/1,000 square feet
C-S	Commercial Service	\$10/1,000 square feet
M-S	Motor Service	\$25/1,000 square feet
A-P	Automotive Parking	\$25/acre
M-D	Manufacturing & Distribution	\$5/1,000 square feet
M-D	Office Building	\$10/1,000 square feet
O-L	Office Laboratory	\$10/1,000 square feet
	Minor Subdivision	\$25.00 plus \$10/acre over one acre of that part being subdivided
	Major Subdivision	\$100.00 plus \$10/acre over one acre of that part being subdivided
	Re-platting	\$25.00 for combining parcels
Unspecified Project, PDA or Consultation – contact the Planning & Zoning Coordinator		

District	Base fee	+	# of acres or sq. ft.	X	\$/acre or sq. ft.	+	# of units	X	\$/D.U.	+	* Application & Public Hearing fees	=	\$	Total Planning Commission fees submitted
Complete all applicable fields														

* If your fees exceed \$25.00 (\$75.00 if a Public Hearing is required), these fees are already included.

Professional Review Fee Deposit - Consulting Fee (Section 1101.04). Project reviews will not start until review fees have been paid.

PROJECT CLASSIFICATION		MINIMUM AMOUNT OF DEPOSIT	
Major Residential Subdivision		\$1,000 plus \$500 for each proposed lot	
Minor Residential Subdivision		\$500 for each proposed lot	
Residential Planned Development Area		\$1,000 plus \$450 for each proposed unit	
Commercial Development Less Than 2,000 Square Feet		\$1,000	
Commercial Development Greater Than 2,000 Square Feet		\$2,000	
Commercial Planned Development Area		\$1,000 plus \$500 for each proposed unit	
Parking Lot Addition, Lot Consolidation/re-platting, Building addition less than 2,000 square feet		\$500	
Building addition greater than 2,000 square feet		\$750	
Cellular tower & Antenna		\$1,000	
Cellular tower antenna co-location		\$750	
Unspecified Project		\$500 (Fee May Vary – Contact Planning & Zoning Coordinator)	

Project Classification	Base Fee	+	# PROPOSED LOTS/UNITS	=	\$	Total Profession deposit submitted
Complete all applicable fields						

Board of Zoning Appeals (Section 1197.24). The application fee for variances from the Board of Zoning Appeals is non-refundable. Fees are \$50 for each parcel of land for which an appeal is filed for a single variance on such parcel and for each additional variance requested on the same parcel, an additional fee of \$15 shall be paid.

Preliminary plan submissions to the Planning Commission MUST include the following

§ 1193.03 PRELIMINARY DEVELOPMENT PLANS.

The application shall indicate the name and address of the owner or owners and his agent. The preliminary development plans shall be drawn to a scale of not less than one inch equals fifty (50) feet and include the following:

- (a) *Plat, plot plan.* Plat, property lines of the parcel or parcels proposed for development including existing utilities, easements, street rights-of-way, and locations of existing main buildings and land uses on adjacent parcels and across existing streets. Permanent parcel numbers of the development and adjacent parcels shall be included.
- (b) *Topography.* Topographic maps showing existing and generally proposed grading contours at not greater than two (2) foot intervals including integration into and topography on adjacent properties, all existing buildings, wooded areas and, the indication of trees with a D.B.H. of six (6) inches or greater as required by § 915.05 Tree Savings Plan, and land within the Flood Plain District. The topography may be included on the plot plan.
- (c) *Main and accessory buildings.* The number, preliminary location and grouping of dwelling units, nonresidential uses, recreational facilities and public uses including typical floor plans, elevations and architectural designs which depict the general character, scale, roof lines and materials of the proposed buildings.
- (d) *Vehicular and pedestrian circulation.* The preliminary vehicular and pedestrian circulation systems including streets, drives, driveways, parking areas and walkways.
- (e) *Site improvements.* Other site improvements on a preliminary basis including drainage, typical landscaping and utilities.
- (f) *Easements and deed restrictions.* Preliminary statements on the type, location, extent and legal restrictions of easements and deeds.
- (g) *Soil report.* Where extensive grading is proposed, a report by the Cuyahoga Soil and Water Conservation District on the soils, and erosion and sediment control measures may be required at the option of the Commission and included in the preliminary application. The grading plan, site improvements and soil report may be combined with the other required information for the report and plans as may be required in Chapter 1175 for a permit for soil removal.
- (h) *Requirements and variances listed.* All land planning and zoning regulations, standards and criteria complied with by specific code number and name listed in one (1) table on the plans. Any noncompliance, variances and exceptions expected or anticipated shall also be listed on the plans.
- (i) *Other information.* Such other information, plans or data as the Commission may require.

Final plan submissions to the Planning Commission MUST include the following

§ 1193.06 FINAL DEVELOPMENT PLANS.

Following approval of the preliminary development plans, the developer shall proceed to prepare the final development plans for all or part of the proposed development. Final development plans shall contain the information required in the preliminary development plans pursuant to § 1193.03; incorporate such revisions as prescribed by the Commission, the City Engineer and Council; and in addition shall include the following:

- (a) *Architectural drawings.* Detailed architectural drawings for all proposed main and accessory buildings, including floor plans and elevations of the front, rear and two sides of the building, together with additional views or cross sections, if necessary, to completely depict the exterior appearance of the structure. All elevations shall be drawn to the same scale, which shall be not less than one-eighth of an inch to the foot. Each elevation shall show the accurate location of windows, doors, portals and other architectural features, all materials and finishes, and an accurate finish grade line. Samples of colors and building materials, colored renderings, and photographs of the site shall accompany the elevations as necessary to convey the appearance of the structure. Rooftop and any other storage equipment shall be shown and screened from public view. Floor plans, elevations and designs of typical representative buildings may, at the discretion of the planning commission, be accepted.
- (b) *Parking and loading areas.* The location, arrangement, number and size of proposed and required parking and loading spaces, any proposed outdoor trash storage, required landscaping, dimensions, storm drainage and construction specifications.
- (c) *Outdoor lighting fixtures.* The location, type and illumination intensity of proposed outdoor lighting fixtures.
- (d) *Site improvements.* Other site improvements including drainage, design of all landscaped areas including type, number and size at planting and full growth. A Tree Savings Plan shall be required as provided in Chapter 915
- (e) *Signs.* The size, color, lighting, intensity, location and nature of proposed signs and total development requirements. Provisions and allowances must be made for total development requirements.
- (f) *Utilities.* The detailed plans for sanitary sewerage and storm drainage facilities and all other utility installations and connections which include water, electricity and that which is used for heating.
- (g) *Easements and deed restrictions.* Document the type, location, extent and legal restrictions of all easements and deeds.
- (h) *Other information.* Such other information, plans or data as the Commission may require. Nine (9) copies of the completed final application and plans shall be filed with the Building Commissioner and accompanied by a receipt certifying payment of required fees as established by the schedule of fees. Copies of the application are for review by the Planning Commission members and agencies or consultants invited to review the plans by the Commission. Prior to the regular Planning Commission meeting at which the Commission is expected to act on the application, the applicant shall revise the application based on comments received from the review and submit nine copies of the revised application to the Building Commissioner. Review and approval of the final development plans by the Commission shall be undertaken in accordance with § 1193.04 and shall also include review of the development plan's compliance with the design review guidelines set forth in Chapter 1196. Approval of final development plans by Council assures the developer that approval of the final plans shall continue in force for a one-year period following such approval.