

Bradley D. Sellers, Mayor



Benjamin W. Brown, Building Commissioner

### 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

- I Garage\* I Storage Shed I Addition\* I Deck I Fence I Sign\* I Lot Consolidation\* I New Dwelling\*
- I New Commercial Structure\* I Lot Split\* I Parking Lot\* I Special Use Permit (Public Hearing Required)
- I Rezoning\* (Public Hearing Required) I Clearing/Grading/Paving I Wall/Foundation\* I 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's Name: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ OH Sec State Reg #:

Agent's Name: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ OH Sec State Reg #:

Applicant's Name: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ OH Sec State Reg #:

Agent's Name: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

Agent's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ OH Sec State Reg #:

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

19700 Miles Road  
Warrensville Heights, Ohio 44128  
Phone (216) 587-1230 Fax (216) 587-1257

Double-Sided – Please Turn Over

**CHECK LIST** - The following information must be included with each application packet. Without these materials, the application will be viewed as incomplete and will not be forwarded to the Planning Commission /Architectural Review Board.

**ALL APPLICATION PACKETS MUST INCLUDE:**

- 18 copies of the entire application packet
- Cover letter
- Completed application form
- Signed letter of consent from property owner
- Signed Statement of Understanding Form
- Proof of agent relationship (if applicable)
- Homeowners association written approval letter (if applicable)

Applications for SHEDS, DECKS AND FENCES must also include:

- Site plan showing location of existing buildings, property lines, and significant natural features
- Site plan showing proposed location of project with setback dimensions from rear and side property lines clearly marked
- Manufacturer's sheet showing size, color, materials, and depiction of proposed project

Applications for CONSTRUCTION/ADDITIONS/RENOVATIONS must also include:

- Site Plan (minimum of 1" = 10') showing all other construction features on the site (topography, parking, lighting, off-street loading, trash enclosure, fencing, signs, all buildings, streets, streams and major physical features within 100 feet of the site)
- Grading and drainage details, showing proposed storm-water detention if required
- Landscaping layout, buffer areas, proposed parking, parking requirements per code
- Zoning designation of all adjacent properties
- Architects rendering, showing front, side & rear elevations in color, construction materials (samples of siding, trim, shingles with colors, floor plans at minimum scale of 1/4"=1)
- Fire safety information & documents (separate plans for commercial buildings)

Applications for LOT SPLITS/CONSOLIDATIONS must also include:

- Site plan showing existing conditions: property lines, property legal description, permanent parcel numbers, along with complete owner information
- Site plan showing the proposed conditions after split or consolidation including: frontage, total area in square feet
- Legal description

Applications for CELLULAR PHONE TOWERS must also include:

- Structural Analysis
- Lease Agreement

**PROJECT DATES**

Anticipated start date: \_\_\_\_\_  
 Anticipated end date: \_\_\_\_\_

Public hearing required?  Yes (Add \$160.00)  No  
 Professional Services Required?  Yes (Add \$500.00)  No

Application Fee: \$ 100.00  
 Public Hearing Fee: \$ \_\_\_\_\_  
 Professional Services Deposit: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

APPROVED for the Planning Commission/Architectural Review Board meeting agenda scheduled for

- All sections of application completed
- PPN(s) are correct
- All required attachments are included
- All required sets are included
- All required fees have been collected

\_\_\_\_\_  
 Building Commissioner Date

Planning Commission



# City of Warrensville Heights

**Building Department**  
19700 Miles Road  
Warrensville Heights, Ohio 44128  
(216) 587-1230

Fax (216) 587-1257

amin W. Brown  
Bradley D. Sellers  
Mayor

Benj

Building Commissioner

## STATEMENT OF UNDERSTANDING

### PLANNING COMMISSION/ARCHITECTURAL REVIEW BOARD APPLICATIONS

PROJECT ADDRESS: \_\_\_\_\_

PARCEL#: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

The purpose of the Architectural Board of Review/Planning Commission is to regulate, according to architectural principles, the design, use of materials, finish grade lines and orientation of all new construction, additions and alterations, and to assure that the appearance and aesthetics of building exteriors reasonably conform to the City's standards as it relates to new construction, additions and alterations of structures.

The plans approved by the Architectural Review Board/Planning Commission must be specifically followed when constructing the building(s), addition(s), and alteration(s) as depicted on said approved plans. Any change or alteration of the approved plans must be resubmitted to and approved by the Architectural Board of Review/Planning Commission, prior to continuing with the project. If the project site is located in a development that has a homeowners' association, then the revised plans must be approved by the homeowners' association before said plans are resubmitted to the City's Architectural Board of Review/Planning Commission for approval. Additional application fees will apply.

Should the project continue without the required approvals, the City will take the appropriate legal action, including but not limited to, issuing a "Stop Work Order" until the matter is resolved to the satisfaction of the City.

The undersigned hereby certifies that he or she has completely read, understands and agrees to comply with the statements above.

**Applicant:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Contractor:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Property Owner:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PLANNING COMMISSION  
PROCEDURES AND INFORMATION

**The Planning Commission meets the second (2<sup>nd</sup>) Monday of each Month at 7:30 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 eighteen (18) working days prior to the Planning Commission Meeting.

No building permit shall be issued for a new building, exterior alteration, shed, or addition to an existing building until the building owner files an application to the appear before the Planning Commission for site plan approval and/or preliminary construction approval.

Application for site plan approval may be preliminary and/or final. Preliminary approval shall not necessarily be binding upon either property owner or the 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 plans are in accord with the Zoning Code and ordinances of the City, the Commission shall approve the plans, and transmit same to Council for their review and action.

Upon approval by Council, the applicant may make application for permit with the Building Department. All construction drawings submitted to the Planning Commission are considered preliminary and will not be reviewed by the Building Department. Final construction drawings must be submitted to the Building Department after approval by Council.

**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 applicant aware of regulations that apply to their project(s). The department can be reached at (216) 587-1230, Monday through Friday 8:00 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. Eighteen (18) packets/sets of preliminary plans, to scale, containing the following information:
  - a. Completed application form
  - b. Completed STATEMENT Of UNDERSTANDING
  - c. Cover letter requesting to be placed on the agenda, with a description of the project being proposed and an explanation of intent.
  - d. Development Plans drawn to scale on paper no larger than 11" X 17"
  - e. Site Plans drawn to scale on paper no larger than 11" X 17"
  - f. Structural Analysis for Cell Towers
  - g. Lease Agreements for Cell Towers(*Tower & Landowner*)

h. 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: 1/2" = 10'
2. **Floor Plans** – 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 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 none refundable and are 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 & sixty dollars (\$160.00) to cover the cost of the public notice. Any work that will require a professional services deposit will be required to put five hundred dollars (\$500.00) down at the time of application to appear before the Planning Commission/Architectural Review Board.

The applications may be dropped off at the Building Department or mailed, with proper documents and fees to: Warrensville Hts. 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”X 36”) color renderings for Council and public viewing.

**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 Procedures:**

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. Once all of this has been done and approval has been granted, a building permit can be granted.