

**PLANNING & ZONING APPLICATION**

**Form must be completed or will not be processed**

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

OWNER OF BUILDING: \_\_\_\_\_ PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY OR FIRM: \_\_\_\_\_

EMAIL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

**PRESENTER(S) TO APPEAR AT THE P&Z MEETING (include name & email address):**

\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF THE PROPERTY:**

ADDRESS: \_\_\_\_\_ SUITE # \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

PERMANENT PARCEL # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PRESENT USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

**PURPOSE OF APPLICATION:** \_\_\_\_\_

\_\_\_\_\_

**NATURE OF THE REQUEST** (check as many as apply):

- Preliminary site plan approval
- Final site plan approval
- Lot split
- Lot consolidation
- Conditional use permit
- Rezoning
- Zoning text amendment
- Other \_\_\_\_\_
- Request for a variance.

Must provide a "Box Score" indicating permitted area, distance, etc. and requested area, distance, etc. with application.  
Please explain reason for variance (**must indicate a hardship**):

Are there any special issues regarding this application that should be brought to the attention of the Planning Commission and Staff? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

**Planning & Zoning Submission Requirements:**

- Attach site plan of the proposed development with details such as square footage, height, purpose.
- Attach an aerial photo depicting the property and surrounding area (these are available online via County Auditor’s GIS website or Google Earth).
- Attach copy of the Auditor’s Report from the Cuyahoga County website indicating the real estate taxes for the property have been paid on a current basis.
- Any Planning & Zoning application which requires Council approval must have a representative attend the scheduled Council meeting.

**Planning & Zoning Submission Filing Fees & Deposits:**

A non-refundable filing fee in the amount of thirty-five dollars (\$35.00) shall be paid to the City for each application submitted to the Planning and Zoning Commission; and...

A cash fee in the amount set forth in the following schedule shall be submitted in addition to the filing fee listed in subsection (a) hereof, at the time of application to the Planning and Zoning Commission and/or Council:

	<b>Zoning District</b>	<b>Fee</b>
(1)	U-1, A-1 / U-1, A-2 / U-2 / U-2A / Variances Includes all applications to the Planning Commission and/or Council except applications for lot splits and/or consolidations plats, easement applications, and any application required to be recorded with the County Recorder’s Office.	<b>\$300.00</b>
(2)	All other Zoning Districts for site development plan review (new building/addition)	<b>\$5,000.00</b>
(3)	All lot split and/or consolidation plats, easements, and any application required to be recorded with the County Recorder’s Office	<b>\$1,500.00</b>
(4)	For all Zoning Districts, excepting U-1, A-1/U-1, A-2/U-2/ and U-2A, all other applications, including, but not limited to: special use permits, conditional use permits, variances, text amendments, or similar or harmonious use	<b>\$750.00</b>
(5)	Map Amendment	<b>\$2,500.00</b>

We, the building owner and/or applicant, with our signature below, hereby agree to follow specifically the plans submitted to and approved by the Planning and Zoning Commission and do agree to construct said building(s) as depicted on said approved plans.

\_\_\_\_\_ SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_ DATE

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

PLANNING & ZONING COMMISSION - P&Z No. \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

FEE: RECEIPT # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_

Preliminary Approval: \_\_\_\_\_ Date Final Approval: \_\_\_\_\_ Date

Recommendation to Council:  YES  NO Meeting Date: \_\_\_\_\_