



# PC General Application

## Office Use / PC

Submittal Date: \_\_\_\_\_ Case #: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_

## Case Status

Approved /  Not Approved /  Removed

Date: \_\_\_\_\_

## **Type of Project** (check all that apply)

- Re-Zoning     Conditional Use     Modified Use  
 Minor Subdivision (3 & under)     Major Subdivision (4 or 6 lots)  
 Residential Development (create 6 or more lots/multi-family)  
 Commercial Development  
 Other Project \_\_\_\_\_

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## **Subject Site**

Property Address \_\_\_\_\_

Auditor Parcel Number(s) (APN/PPN) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Zoning District \_\_\_\_\_

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## **Property Owner**

Name: \_\_\_\_\_

Phone \_\_\_\_\_

Address: \_\_\_\_\_

Email \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name of Business (if applicable) \_\_\_\_\_

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## **Authorized Representative** (if different from owner)

Name: \_\_\_\_\_

Phone \_\_\_\_\_

Address: \_\_\_\_\_

Email \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Name of Business (if applicable) \_\_\_\_\_

## PC General Application

**Describe Your Project:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe the Proposed Use:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List of any Proposed Zoning Or Variance Conflict:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I understand that any misrepresentation of data, facts or violations of the Ordinances of the City of Broadview Heights are cause for refusal or revocation of this application and permit.

\_\_\_\_\_  
Owners Printed Name

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Owners Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## PC General Application

# Instructions and Additional Information

The Planning Commission meets the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month. The schedule for upcoming meetings can be found on the City's website ([www.broadview-heights.org](http://www.broadview-heights.org)). The meetings are held at The City of Broadview Hts., City Hall (9543 Broadview Rd, Broadview Heights, OH, 44147) in the Council Chambers with the Caucus starting at 6:30 pm and the Planning Commission meeting starting at 7:00 pm.

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application which can result in the case being removed from the agenda.

Submittal to the Planning Commission Secretary must be made on the due date. You must submit eighteen (18) packets which consist of the application and all supporting/corresponding paperwork. It must be collated and stapled or clipped in individual sets. The application, packets and money must be in by 1:00 pm of the deadline date.

The packet documents order;

- 1st page: application
- 2nd page: site drawing / project plans
- 3rd page; property owner, neighbor or building owner approval
- 4th & additional pages: all other documents

All fees must be paid at the same time as submittal of the application. Fees can be paid by cash, check or credit card (\$0.50 minimum charge & 3.5% service charge). Cash and credit cards are only accepted in person.

You may obtain the specific requirements for the projects in the Code of Ordinances of Broadview Heights on the City's Website: [www.broadview-heights.org](http://www.broadview-heights.org) in Part 12, Planning & Zoning.

All applications are available on the City's Web site [www.broadview-heights.org](http://www.broadview-heights.org) under the Building Department section.

### **General Submittal Requirements:**

Drawings should be:

- Must be to scale and (1) full size and (18) 11 x 17.
- Description of the property or effected area
- Site plan (plot plan) with setbacks, topography, meets and bounds, elevations, floor plan(s), photometric, landscaping, colored rendering elevation, or other aid to help define the kind and type of structure(s).
- All structures shown in scale of one (1) inch equals twenty (20) feet, with 2' contours and proposed structure(s) are to be shaded in and Other items include specifications, photographs, data work sheets, etcetera

Property owners and the applicant must attend all meetings. It is to your advantage to have all the parties that have a vested interest in the property and project to be present at all the meetings to answer questions from the Planning Commission. If there is more than one property owner, then all must be present. If one or more of the property owners can't be present at the time of the meeting, then a representative may attend on their behalf as long as we have a notarized letter granting permission (for each property owner) for the representative to make decisions on the property owner's behalf.

If the property owner listed on the application is not the same as what Cuyahoga County Recorders & Auditor site list, then the Planning Commission will not proceed with hearing the case until ownership is cleared with the County Recorder's office.

Upon approval of your request, you must obtain the proper building permits required at the Building Department (City Hall, 2<sup>nd</sup> floor). All general and sub-contractors must be registered with the City of Broadview Heights before a permit will be issued.

### **Contact Information**

#### **Building Department (440-526-6864)**

Joe Mandato, Chief Building Officer

Jennifer Dukes, Planning Commission Secretary

#### **Engineering Department (440-838-4705)**

Gary Yelenosky, City Engineer



## PC General Application

### FEE SHEET

Project	Base Fee	Additional Fee
Conditional accessory use	\$500	*
Conditional use	\$500	*
Conditional use application	\$500	*
Major subdivision or lot split - (4 or 5 lots)	\$500	\$50/lot, plus*
Minor subdivision or lot split - (3 and under)	\$500	\$50/lot, plus*
Nonresidential additions/accessory buildings	\$2,000	\$50/new unit /suite or \$50/1,000 sq. ft., plus *
Nonresidential development	\$3,000	\$50/new unit /suite or \$50/1,000 sq. ft., plus *
Renewal of previous approval	\$500	*
Replatting - lot consolidation - revised site plan - resubmittal	\$500	\$50/lot or per unit, plus*
Request to modify conditions	\$500	*
Residential development - (create 6 or more lots) (multi-family)	\$3,000	\$50/lot or per unit, plus*
Rezoning application	\$500	*
Sign (wall, ground, monument)	\$100	\$1.00 per sq. ft. of sign area plus electrical
Similar use determination	\$500	*
Wireless tower	\$500	*
Other applications not covered herein	\$500	*

\* "Unit" as used for this schedule shall be considered as one dwelling unit, one storage rental unit, one motel/hotel unit, one office unit, one store unit, and other single units as determined by the Building Commissioner. The greater cost shall apply when there is a choice of unit or square feet. Square footage shall be rounded up for fee purposes.