

Engineering Fee Paid: \$ _____

Planning Commission & Bldg. Admin. Fees : \$ _____

Receipt No. _____

See attached for description of fees



**CITY OF NORTH RIDGEVILLE PLANNING COMMISSION
REQUEST FOR ACTION**



Received: _____ Date Released to Planning Commission: _____
Date of Planning Commission Meeting: _____ (unless otherwise notified)

APPLICANT INFORMATION AND REQUEST:

APPLICANT: _____	PROPERTY OWNER: _____
COMPANY NAME: _____	ADDRESS: _____
ADDRESS: _____	CITY/STATE _____ ZIP _____
CITY/STATE: _____ ZIP _____	PHONE NO: _____
PHONE NO.: _____	SIGNATURE: _____
SIGNATURE: _____	(Owner's original signature must be submitted with application)
DESIGN PROFESSIONAL(s) EMAIL ADDRESS(s): _____	_____

LOCATION OF PROPERTY/ADDRESS: _____
PERMANENT PARCEL NO: _____ **ZONING OF PROPERTY:** _____
ZONING OF ADJACENT PROPERTY TO: NORTH _____ **EAST** _____ **SOUTH** _____ **WEST** _____
DESCRIPTION OF REQUEST: _____

Has the Planning Commission or Board of Zoning and Building Appeals considered any prior request concerning this property? Yes__No__. If yes, list dates and nature of each: _____

On the attached form, list the current record title owners(s) adjacent to the property of request. Include on this list the record title owner(s) name, permanent parcel number and mailing address. Adjacent properties shall include those properties bordering to the North, South, East, West, across a street from the property involved, and those properties meeting corners of the property involved.

In the event of property transfers, the applicant shall be responsible for providing an updated list of current adjacent record title owner(s) to the Office of the Clerk of Council (20) days prior to the date of any public hearing when the applicant will appear on the agenda.

PLANNING COMMISSION USE ONLY: APPROVED DISAPPROVED

All approvals are conditional until applicant fully meets the requirements of applicable City Ordinances and of the Fire Department and City Engineer with respect to safety and design.

- Board of Building & Zoning Appeals approval required
- Conditions as set forth by the Commission on this date are _____

Date: _____ Signature: _____
(Presiding Officer at Meeting)

Return completed form to Building Dept., 7307 Avon Belden Road, N. Ridgeville, Ohio, after Commission action.

CITY OF NORTH RIDGEVILLE
INSTRUCTIONS FOR FILINGS WITH THE PLANNING COMMISSION

The Planning Commission meets at 7:00 p.m. on the second Tuesday of each calendar month.

New proposals for Planning Commission consideration must be submitted to the Building Department not later than 4:00 p.m. of the Wednesday twenty (20) days before the meeting at which they are to be first considered (or a later meeting date if so ordered by the Commission Chairman, in which case applicant will be notified).

ALL FEES MUST BE INCLUDED WITH APPLICATION	ALL DATA MUST BE INCLUDED WITH APPLICATION
submit separate checks made payable to "City of North Ridgeville" at departments noted below	
Planning Commission App Fee: \$	<p>10 COPIES EACH OF Plot Plans drawn to a scale of 1" = 50' (one inch equals fifty feet) and accurately showing the site, abutting properties and their owners, existing and proposed buildings, streets and driveways, parking lots, trash receptacles and enclosures, fencing, screening, loading zones, existing and finished ground elevations, ground and storm water facilities and flow directions, and sanitary sewerage.</p> <p>10 COPIES EACH OF Preliminary Building Plans clearly showing building dimensions, floor plans, elevation plans, exterior materials, and outdoor mechanical equipment with screening, and signs. <i>(note: all buildings and signs must conform to the Zoning Code)</i></p> <p>10 COPIES EACH OF Preliminary Landscape Plans showing proposed number and variety of trees, shrubs, plants and buffer yards.</p> <p>1 COPY OF A TRAFFIC IMPACT STUDY. A traffic impact study shall be required for all major developments involving a new use, change of use and/or expansion of use per Ordinance 4766-2010.</p> <p>1 COPY OF THE PLANNING COMMISSION REQUEST FOR ACTION FORM on the reverse side of this page. All parts of the "Applicant Information and Request" section must be completed.</p> <p>ALL DRAWINGS for Subdivisions and Commercial and Industrial Properties must have the seals of a Licensed Professional Engineer or of a Registered Surveyor. Building Plans should be stamped by a Registered Architect or a Licensed Professional Engineer.</p> <p>CHECKLISTS: If checklists pertain to your specific request, they must be completed and returned with this application.</p>
Fee Breakdown:	
Single Lot \$100.00	
Multiple Lots \$300.00	
Public Notification Fee \$ 1.00 Each	
Building Dept. Admin. Fee \$ 5.00	
Number of Notices:	
(Application & Check to be submitted at Building Department)	
Engineering Deposit paid: \$	
Fee Breakdown:	
Residential Subdivision:	
Preliminary \$250.00	
Final \$650.00 + \$35.00 per lot	
Multi-Family Apartments, etc: \$650.00 + \$20.00 per unit	
Commercial site plan (1 bldg): \$750.00	
Industrial Site Plan (1 bldg): \$750.00	
Plot plans, lot splits & other map reviews: \$150.00	
(Check to be submitted at City Engineer's Office)	
Special Development District	
Deposit paid: \$ 5000.00	
(Check to be submitted at Clerk of Council Office)	
Applicants shall be charged a cancellation fee should a cancellation be due to the actions of request of the applicant. The fee is \$1.00 per notice.	

THE FOREGOING LISTS THE MINIMUM REQUIRED BY THE PLANNING COMMISSION. THE COMMISSION CAN AND MAY REQUIRE ADDITIONAL INFORMATION.

APPLICANT OR A REPRESENTATIVE AUTHORIZED IN WRITING MUST APPEAR AT THE MEETING WHEN THE PROPOSAL IS CONSIDERED.

THIS APPLICATION MUST BE FILLED OUT IN FULL, INCLUDING A COMPLETE LIST OF ALL CURRENT RECORD TITLE OWNER(S). ANY APPLICATION SUBMITTED CONTAINING BLANKS, OMISSIONS, OR NOT MEETING CODE REQUIREMENTS, MAY BE DELAYED OR REJECTED.

THE CITY OF NORTH RIDGEVILLE STRIVES FOR ACCURACY IN THE NOTIFICATION OF ADJACENT RECORD TITLE OWNER(S). HOWEVER, IF THE CITY HAS MADE AN ERROR IN THE NOTIFICATION PROCESS, THIS WILL NOT BE CAUSE FOR REJECTION OF THIS APPLICATION.

TO BE FILLED OUT BY APPLICANT

I, _____, _____
(Print Name) (Signature)

verify that the following are the names, mailing addresses and permanent parcel numbers of the current record title owners adjacent to the property of request for:

Applicant: _____

Owner: _____

Project Address: _____ Permanent Parcel No. _____

THE FOLLOWING INFORMATION MAY BE OBTAINED AT THE LORAIN COUNTY RECORDER'S
OFFICE, ADMINISTRATION BUILDING., 226 MIDDLE AVENUE, ELYRIA, OHIO.
PHONE: 329-5148 WEBSITE: WWW.LORAINCOUNTY.COM/AUDITOR

	<u>ADJACENT PROPERTY OWNER/ADDRESS</u>	<u>PARCEL NUMBER</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

SEE REVERSE SIDE FOR ADDITIONAL LISTINGS.

OFFICE USE ONLY

CBO Verification By: _____
BZA/PC Verification By: _____

Date/Time Stamp: _____

	<u>ADJACENT PROPERTY OWNER/ADDRESS</u>	<u>PARCEL NUMBER</u>
11		
12		
13		
14		
15		
16		
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26		

PLEASE COPY THIS PAGE FOR ADDITIONAL LISTINGS OF ADJACENT PROPERTY OWNERS.

CLUSTER SITE PLAN APPROVAL

NAME OF PCD: _____

or

NAME OF SUBDIVISION: _____ DATE: _____

CLUSTER SITE PLAN APPROVAL 1224; 1279.06; 1280.03 & 1282.09

The following item(s) are included with your application and conform with the requirements of the North Ridgeville City Subdivision Regulations. Those items not conforming or that are not included with the application are explained why they are not included or conforming on the final page.

	Included	Not Included	Item
1.			Application with names of adjacent parcel owners, parcel numbers and addresses: 1210.04
2.			Zoning classification of the property to be subdivided and adjacent property: 1224.01(a)(8)
3.			The number, location, arrangement and architectural design of all dwelling units shown
4.			The proposed use of all private and common land shown
5.			The location and arrangement of all dedicated and private vehicular and pedestrian access ways shown
6.			Location of all utilities shown
7.			Landscape treatment of cluster area shown
8.			A copy of the Covenants, restrictions and easements to be recorded
9.			A copy of the Homeowner's Association By-Laws
10.			Plans or written and signed statements regarding planted areas, parks and playgrounds where applicable: 1224.01(a)(9)
11.			Topographic information shown on drawing itself. Elevations shown thereon must be based on sea level datum or as determined by the United States Coast and Geodetic Survey. Contours at an interval of not more than two feet shall be required: 1224.01(a)(10)
12.			A key map shown on the drawing: 1224.01(a)(11)
13.			A prepared plan, preliminary title report and preliminary plans and specifications of improvements: 1228; 1224.05(a)(1)
14.			10 copies of plans and 10 copies of attachments required with application: 1224.05(a)(2)
15.			Dimensions and location of all existing and proposed buildings, driveways off street parking areas, topography, abutting streets, highways and other features within 200 feet of the property lines of the parcel
16.			Architectural plans for all proposed buildings, walls and fences
17.			Plans or reports showing the proposed collection, treatment and disposal of sewage produced on the area of the cluster subdivision
18.			Additional data which may be required by the Planning commission and Council to judge the subdivision and its effect upon the surrounding area and the City
19.			A copy of the City Planner Review. All preliminary residential subdivision designs of greater than fifteen (15) sublots shall require a review by the City Planner: Ordinance 4766-2010

PLEASE NOTE THAT THIS CHECK LIST DOES NOT SUPERSEDE CITY ORDINANCES. PLEASE MAKE SURE YOU UNDERSTAND WHAT IS REQUIRED TO BE SUBMITTED TO PLANNING COMMISSION. THE APPLICATION MAY NOT BE ACCEPTED BY PLANNING COMMISSION IF ALL REQUIRED INFORMATION, PURSUANT TO CITY ORDINANCES, IS NOT SUBMITTED WITH THE APPLICATION.

SUBDIVISION PRELIMINARY APPROVAL**SUBDIVISION:** _____**DATE:** _____**PRELIMINARY APPROVAL:** 1224; 1228; 1282 and Ordinance 4766-2010

The following item(s) are included with your application and conform with the requirements of the North Ridgeville City Subdivision Regulations. Those items not conforming or that are not included with the application are explained why they are not included or conforming on the final page.

	Included	Not Included	Item
1.			Application with names of adjacent parcel owners, parcel numbers and addresses: 1210.04
2.			Title of the Subdivision (no duplication permitted) to be recorded and the names of the owner, subdivider and surveyor is noted on plan: 1224.01(a)(5)
3.			Location description to include city, township, county, legally established districts, streets, watercourses, topography, other features within the area to be subdivided and similar facts regarding conditions of land immediately adjacent thereto are shown on plan: 1224.01(a)(1)
4.			Location and proposed width of streets, lots, crosswalks and easements and a plan for all land owned shown on plan: 1224.01(a)(2)
5.			Existing sanitary and storm sewers, water mains, culverts and other underground structures within the tract and adjacent thereto are shown on plans
6.			The general location and size of the nearest water main and sanitary or storm sewer or outlet: 1224.01(a)(4)
7.			Names of the owners or large tract, or the subdivision title abutting the boundary of the proposed subdivision are shown on plan: 1224.0 (a)(6)
8.			A north point scale and date shown on plan: 1224.01(a)(7)
9.			Zoning classification of the property to be subdivided and adjacent property shown on plan: 1224.01(a)(8)
10.			Location description includes the following dwellings: Single Family _____ Cluster Single Family _____ Single Family detached/Cluster Family ___/
11.			Plans or written and signed statements regarding planted areas, parks and playgrounds where applicable: 1224.01(a) (9)
12.			Topographic information shown on drawing itself. Elevations shown thereon must be based on sea level datum or as determined by the United States Coast and Geodetic Survey. Contours at an interval of not more than two feet shall be required to include property lines, easements, street rights of way and structures, trees and landscape features existing hereon, together with a certificate by a registered engineer: 1224.01(a)(10)
13.			A key map shown on drawing: 1224.01(a)(11)
14.			The subdivider shall have prepared plan, preliminary title report and preliminary plans and specifications of improvements: 1228; 1224.05(a)(1)
15.			10 copies of the plan and 10 copies of attachments required with application: 1224.05(a)(2)
16.			Proposed vehicular and pedestrian traffic patterns, including the proposed location of the public and private streets and the location of off-street parking and service areas: 1282.04(b)
17.			Proposed assignment of use including detached single family lots and single family cluster areas and subdivisions of all land, including private land and common land with a certificate by a registered engineer or surveyor of the gross area of each use of the development area in acres and square feet: 1282.04(c)

18.			A copy of the proposed forms of covenants running with the land, deed restrictions (including those with respect to the use of the common land), restrictions or easements proposed to be recorded; covenants proposed for maintenance; and homeowner’s association bylaws; and such other relevant information as the commission may require: 1282.04(d)
19.			A copy of the City Planner Review. All preliminary residential subdivision designs of greater than fifteen (15) sublots shall require a review by the City Planner: Ordinance 4766-2010

*SUBDIVISIONS WITH LESS THAN 5 LOTS - whenever a division of parcel of land shown as a unit on the last preceding tax roll (duplicate) is proposed along an existing public street, not involving the opening, widening or extension of any street or road and involving no more than five lots, the division shall be submitted to the Planning Commission for action without a plat. If the Commission, acting through a designated official, is satisfied that such proposed division is not contrary to applicable platting, subdividing or zoning regulations, it shall, within seven working days after submission, approve such proposed division. On presentation of a conveyance of such parcel, the same shall be stamped, “Approved, City of North Ridgeville Planning Commission,” and signed by the authorized official: 1224.04

A drawing, based on a survey showing the location of the property and giving such other information as may be necessary shall be required.

PLEASE NOTE THAT THIS CHECK LIST DOES NOT SUPERSEDE CITY ORDINANCES. PLEASE MAKE SURE YOU UNDERSTAND WHAT IS REQUIRED TO BE SUBMITTED TO PLANNING COMMISSION. THE APPLICATION MAY NOT BE ACCEPTED BY PLANNING COMMISSION IF ALL REQUIRED INFORMATION, PURSUANT TO CITY ORDINANCES, IS NOT SUBMITTED WITH THE APPLICATION.

SUBDIVISION: _____

DATE: _____

FINAL PLAT APPROVAL: 1224.02

The following item(s) (do, does, does not) conform with the requirements of the North Ridgeville City Subdivision Regulations. Those items not conforming are explained on the final page.

	Included	Not Included	Item
1.			Application with names of adjacent parcel owners, parcel numbers and addresses: 1210.04
2.			Preliminary plan approval date provided: 1224.05(b)(2)
3.			Subdivision plat drawn to scale of not less than 100 feet to the inch. If more than two sheets, an index sheet of same dimensions must be filed with the entire subdivision on one sheet with all areas shown on other sheets indicated. Drawings shall be held to a minimum of 18 inches by 24 inches and a maximum of 24 inches x 36 inches outside dimensions; and must be drawn using India ink: 1224.02(a)
4.			The final plan shows boundary lines of the area being subdivided in heavy lines with accurate distances and bearings, including original lot, township, corporations and county lines and road center lines: 1224.02(a)(1)
5.			The final plan shows property lines of all proposed streets with their widths, names, bearings and existing sanitary and storm sewers, water mains, culverts and other underground structures within the tract and adjacent thereto: 1224.02(a)(2)
6.			The final plan shows the accurate boundary lines of all grounds for public use and the acreage of the same: 1224.02(a)(3)
7.			The final plan shows all common boundary corners of all adjoining lands and adjacent streets with their widths and names, the names of adjoining subdivisions and the name of record owners of adjoining parcels of unplatted land: 1224.02(a)(4)
8.			The final plan shows all lot lines with as many bearings as necessary to describe each line and a system for identification of lots, blocks and other areas: 1224.02(a)(5)
9.			The final plan shows easements for public uses, services or utilities and their dimensions: 1224.02(a)(6)
10.			The final plan shows all dimensions, linear and angular, boundary locations, lots, streets, easements and areas for public or private uses, expressed in decimals of a foot and the number of acres of each reserve, park, playground and other public areas: 1224.02(a)(7)
11.			The final plan shows the radii and chords, points of tangency, control angles for all curvilinear street center lines and radii for all rounded corners: 1224.02(a)(8)
12.			The final plans shows all arcs, chords lengths, bearings of chords and points of tangency of the property lines of the curvilinear lines: 1224.02(a)(9)
13.			The name of the subdivision and a description of the property subdivided, showing its location and extent, points of compass, scale of plan, dedication of streets and other public open spaces, and he names of the owner and subdivider, together with the appropriate evidence of ownership of the subdivision: 1224.02(a)(10)
14.			Certification by a surveyor, licensed or registered in the State, to the effect that the plan represents a survey made by him or her in which the traverse of the exterior boundaries of the tract and of each block, when computed from field measurements of the ground, closed within a limit of error of one foot to 10,000 feet of the perimeter before balancing the survey, and that all the required survey monuments are correctly shown thereon and that those which are necessary for construction of improvements are in place on the site, with any remaining survey monuments to be properly placed upon the completion of construction: 1224.02(a)(11)

15.			Proper acknowledgement of consent of the plat by all parties having any record, legal right, title or interest in the property: 1224.02(a)(13)
16.			Building setback lines with dimensions is shown on plan: 1224.02(a)(14)
17.			A copy of the preliminary title report: 1224.02
18.			A copy of improvement plans if any along with a subdivider's agreement, construction drawings, title sheet, plan view and profile view, engineering details, estimates of quantities and materials: 1228.01(a) through (h)
19.			10 copies of the subdivision plat: 1224.05(b)(2)A
20.			A copy of the certificate from City Engineer that all improvements have been installed or a performance agreement and bond have been filed to secure the construction: 1224.05(b)(2)A 1 and 2

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**SPECIAL DEVELOPMENT DISTRICT (SDD):
PRELIMINARY**

Date Council approved rezoning this land to Special Development District
(Per NRCO Section 1246.03 Procedure)

What type of Special Development District? (Choose from below)

_____ A) Suburban Commercial Corridor Area; 10 acres: 1273.17(a) and 1273.19(a)(1)
 _____ B) Regional Hospitality, Entertainment and Commercial Area, 10 acres: 1273.17(b) and 1273.19(a)(1)
 _____ C) Limited Industrial Area, 50 acres: 1273.17(c) and 1273.19(a)(3)

	Included	Not Included	Item
1.			Application with names of adjacent parcel owners, parcel numbers and addresses
2.			10 copies of the preliminary plat and 10 copies of attachments that are required
3.			Topography at two-foot contour interval, including property lines, easements, street right of ways, structures, trees and landscape features existing thereon: 1273.03(a)(1)
4.			The proposed vehicular and pedestrian traffic patterns, including the proposed location and design of public and private streets, the directional flow and location of proposed storm and sanitary sewers and sewers connecting with existing or proposed sewers outside of the development area, the proposed storm water management program, the location and design of parking and service areas and an estimate of traffic volumes to be generated, including the assignment of traffic to proposed entrances and exits: 1273.03(a)(2)
5.			The location of all proposed uses in the development area and all structures lying outside of the boundaries of the development area, located within 200 feet thereof: 1273.03(a)(3)
6.			Subdividers or developers of shopping centers and other commercial and industrial uses must comply with the same requirements as residential developers, with the exception of plans or written and signed statements regarding planted areas, parks and playgrounds, where applicable. Plans or written and signed statements regarding planted or open areas may be required where applicable: 1273.03(a)(5)
7.			Drawings for subdivisions and commercial and industrial properties must have the seal of a licensed professional engineer or of a registered surveyor. Building plans should be stamped by a registered architect or a licensed professional engineer: 1273.03(c)
8.			A copy of all covenants, restrictions and easements to be recorded: 1273.04

Please note all requirements must be met for a Special Development District. The specific requirements can be found in North Ridgeville Codified Ordinance, Chapter 1273.

If preliminary plan is approved, the developer must submit a final plan of a phase of the development area within one year from the date of such notice. If the final plan is not received, the preliminary plan shall lapse: 1273.07

**SPECIAL DEVELOPMENT DISTRICT (SDD):
FINAL PLAT OF DEVELOPMENT AREA**

PROGRESSIVE DEVELOPMENT: 1273.12 _____ **PHASE NUMBER:** _____

Date Preliminary plan was approved by Council _____ Certified notice mailed: _____

	Included	Not Included	Item
1.			Completed Application for preliminary approval to include adjacent property owners names, addresses and parcel numbers
2.			10 copies of the preliminary plat
3.			A site plan, including all proposed uses, parking areas and drives, the proposed public and private street system with rights-of-ways and easements, and the use of all land including common and private land: 1273.08(b)(1)
4.			Detailed plans and specifications for all streets, sidewalks, storm and sanitary sewers, water mains, street illumination, parking areas and drives, storm water management, and all other site features of the development area or that portion of the development to be developed, designed in accordance with the applicable municipal codes: 1273.08(b)(2)
5.			A grading and landscape plan showing all site features, and facilities and finished grading for land within the development area: 1273.08(b)(3)
6.			The final form of covenants running with the land, deed restrictions, including the use of common land, covenants, restrictions or easements to be recorded, if applicable: 1273.08(b)(4)
7.			In compliance with 1224.02, Planning Commission may require additional drawings to supplement when more information is needed or special conditions occur: 1273.08(c)

PLANNED COMMUNITY DEVELOPMENT

(NAME): _____

DATE: _____

FINAL APPROVAL FOR PHASE OR SUBDIVISION: _____ 1279.09

The following item(s) conform with the requirements of the North Ridgeville City Subdivision Regulations. Those items not conforming are explained on the final page.

	Included	Not Included	Item
1.			Preliminary PCD approval date _____ : 1279.09
2.			Application, with adjacent parcel owners, parcel numbers and addresses: 1279.09
3.			Includes all requirements of Section 1224.02 Subdivision: 1279.09
4.			A site plan, including all proposed uses, parking areas and drives, the proposed public and private street system with rights of way and easements, and the use of all land, including common and private land: 1279.09(a)
5.			Detailed plans and specifications of all streets, sidewalks, storm and sanitary sewers, water mains, street illumination, parking areas and drives, storm water management, and all other site features of the development area or that portion of the development to be developed, designed in accordance with applicable Municipal codes: 1279.09(b)
6.			A grading and landscape plan showing all site features, and facilities: 1279.09(c)
7.			All covenants running with the land, deed restrictions, including the use of common land, covenants, restrictions or easements to be recorded, declaration of covenants, restrictions and by-laws of a homeowner's association and its incorporation, declaration of condominium ownership and other covenants, if any, for maintenance: 1279.09(d)
8.			Final plan includes the following dwellings: 1279.09(a) Single Family _____ *Cluster Single Family _____ Multi Family/Condominiums Neighborhood business
9.			*Cluster Site Plan Approved on (date) _____ : 1279.26
10.			Improvement plans if any to include street names and noted must be if these streets are to be private or public streets, along with a subdivider's agreement, construction drawings, title sheet, plan view and profile view, engineering details, estimates of quantities and materials: 1228.01(a) through (h)
11.			10 copies of the final plat: 1224.05(b)(2)A
12.			Certificate from City Engineer that all improvements have been installed or a performance agreement and bond have been filed to secure the construction: 1224.05(b)(2)A 1 and 2

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PLANNED COMMUNITY DEVELOPMENT

(NAME): _____

DATE: _____

PHASE or SUBDIVISION: _____.

AMENDMENTS TO PLANS: 1279.14

At any time after the approval of a preliminary plan or a final plan of a development area, the owner or owners may apply for an amendment to said plan.

If the application for an amendment seeks to add contiguous property of less than 200 acres to a previously established PCD District or depart from the intent of the previously approved PCD District, it shall conform to the requirements of Section 1279.03 of the NRCO and be filed with the Clerk of Council. The City shall then process the application in accordance with the procedures set out in Sections 1279.04 et seq.

If the application seeks a change or modification consistent with the intent of the previously established PCD District, it shall conform to the requirements of Section 1279.09 of the NRCO and be filed with the Planning Commission. The City shall then process the application in accordance with Sections 1279.10 and 1279.11 of NRCO.

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