

SUBMITTAL INSTRUCTIONS AND PROCEDURES

- Plan reviews will be carried out according to the processes described in the City's Zoning Code.
- **Pre-Application.** Prior to making application, applicants are recommended to contact the city to discuss their development project. City staff will outline the review process and provide a checklist of required submittals.
 - **Application Submittal.** Following the pre-application meeting, the applicant shall submit this completed application, fee and ten (10) sets of all required exhibits. All submissions shall be made in hard copy to the Building Division. Plans shall be collated, folded and easily legible.
 - **Staff Review.** The applicant shall attend a staff review meeting and may be required to submit additional information and/or revised plans based on staff input.
 - **Variations.** Where zoning variations are sought by the applicant, review by the Board of Zoning and Building Appeals will be necessary prior to consideration by the Planning Commission, requiring a separate application.
 - **Decision or Referral.** Following staff review, complete submittals for Administrative Review projects may be considered for approval. For Council Review projects, complete submittals shall be referred to the next available Planning Commission meeting, which are held the second Tuesday of each month.

PROJECT INFORMATION

Location address _____

Parcel number _____ Current zoning _____

Proposed project _____

APPLICANT/AGENT INFORMATION

Name/Company _____

Applicant address _____

Applicant phone _____ Applicant email _____

PROPERTY OWNER INFORMATION

Name/Company _____

Property owner address _____

Property owner phone _____ Property owner email _____

AUTHORIZATION AND ACKNOWLEDGEMENT

Applicant signature _____ Property owner signature _____

I hereby authorize the City of North Ridgeville, including Planning Commission members, to view the premises and consent to their entry onto the property for the purpose of observing site conditions related to review of my application.

OFFICE	PPZ No.	Date Received	ACTION
	Planning Fee Paid	Engineering Fee Paid	

Planning Commission

APPLICANT GUIDE

COMMISSION AUTHORITY

The Planning Commission is a five member board with the responsibility to hear applications for land use, zoning classifications or districts; to review and recommend legislation and regulations on all matters of municipal planning, land use and zoning; and to review and recommend to Council ordinances creating regulations governing all development and redevelopment, both public and private. The Commission has control over platting and subdividing of lands. The Commission evaluates the plan, design, location, removal, relocation and alteration of buildings and structures located on public lands and along public streets. All plans and recommendations of the Planning Commission must be approved by Council.

APPLICATIONS

Commission meetings are held in Council Chambers at City Hall on the second Tuesday of each month starting at 7:00 p.m. Complete applications must be received at least 25 days prior to a regular meeting to appear on the agenda. To be considered complete, an application must be signed by the property owner, include the required fee and be accompanied by the required plans, exhibits and materials of the type and number listed in the application. All materials submitted become the property of the Commission.

FEES

See the Planning and Zoning Fee Schedule for a complete list of applicable fees for your project.

SUBMITTAL REQUIREMENTS

For residential subdivisions and other platting of property, applicant shall refer to the City's Subdivision Regulations for submittal requirements. For all other projects, Section 1243.05 of the Zoning Code contains the complete list of development plan requirements. Applicants shall submit information responsive to these requirements, as applicable and directed by city staff.

Note that a traffic impact study is required for all developments involving a new use, change of use and/or expansion of use based on trip generation rates and in accordance with the requirements of Chapter 1210.

All drawings for subdivision of property must have the seal of a licensed professional engineer or registered surveyor. Development plans should be stamped by a registered architect or licensed professional engineer. Plats shall be 24 by 36 inches in size. Site improvement plans shall be 22 by 34 inches in size.

NOTICE AND APPEARANCE

The Commission is required to give public notice ten days in advance of a meeting, as well as notice to all parties in interest, including owners of adjoining properties. Applicants and owners are required to attend the meeting where their application is considered.

APPLICANT PRESENTATION

Applicants are expected to submit any documents or information relevant to their request with their application. At the meeting, the applicant, owner or authorized agent (design professional, contractor, attorney, etc.) should be prepared to make a presentation of their project or request and answer questions of the Commission. Adjoining property owners or other interested parties may also make comment or ask questions. Any public comment or questions regarding a project are directed to the Commission chair.