



## Development Review Process

Applications and zoning information are available at [www.nridgeville.org](http://www.nridgeville.org).

### COUNCIL REVIEW

Process for projects requiring Council approval

#### Application

Following the pre-application meeting, the applicant submits a Planning Commission application with the required fee and 10 plan sets containing all requested information contained in the checklist.

#### Staff Review

Staff reviews the submittal for conformance with zoning requirements and development standards. A meeting is scheduled with the applicant to discuss the project. Based on this meeting, plan revisions may be required.

### Board of Zoning & Building Appeals

In some cases, a project does not conform with all aspects of the zoning code. If the project cannot be brought into compliance, an applicant may seek variances. The applicant submits an application, fee and 10 plan sets for the BZBA. In most cases, projects involving variances must first be heard by the BZBA before advancing to the Planning Commission.

### Planning Commission

Applicant submits revised plans, if needed and as directed by staff. Applicant presents the project at the meeting; further plan revisions may be required. All projects acted on by the Planning Commission are advanced to Council for final decision.

### Council Decision

Council reviews the application and Planning Commission report and makes a final decision on the application. Decisions of Council are final and may only be appealed to a Court of Common Pleas pursuant to ORC Chapter 2506.

## PRE-APPLICATION MEETING

Prior to submitting a formal application, it is highly recommended that the applicant schedule a meeting with the City to discuss project scope. The applicant will be provided a checklist of required submittals and directed to follow one of the following review processes.

### Administrative Review Projects:

- Building additions less than 500 square feet and accessory structures
- Exterior building alterations substantially consistent with existing building design
- Change from one use to another permitted use that does not require a traffic study
- Site changes to landscaping, lighting or parking areas that are zoning compliant

### Council Review Projects:

- Any new building or any building additions 500 square feet or greater
- Substantial exterior alterations
- Any conditional use request
- Rezoning or any project with zoning variances
- Any change in use, addition or alteration requiring a traffic study
- Other project types not listed as Administrative Review referred by the Planning Director or otherwise requiring Council approval

## ADMINISTRATIVE REVIEW

Process for projects eligible for administrative approval

### Application

Following the pre-application meeting, the applicant submits a Planning Commission application with the required fee and 6 plan sets containing all requested information.

### Staff Review

Staff reviews the submittal for conformance with zoning requirements and development standards. A meeting is scheduled with the applicant to discuss the project. Based on this meeting, plan revisions may be required.

### Administrative Decision

Once a final and complete submission has been made with any additional requested information or changes, the Director will make a decision based on the development plan requirements in the applicable zoning district.