



PLANNING & DESIGN COMMISSION
GENERAL APPLICATION

Section A: Contact Info

Form with columns for Applicant and Property Owner, including fields for Company, Contact Person, Address, City/State/Zip, Phone No., and Email.

Section B: Property Info

Form for Property Info including Property Address, PPN, Current Use, Proposed Use, and checkboxes for New Construction, Building Addition/Modification, Site Changes, and Other.

Section C: Procedures and Requirements

Planning & Design Commission meetings are held on the second and fourth Wednesdays of each month at 7:00 p.m. in Council Chambers at City Hall.

- Submissions shall be made in hard copy to the Division of Building. The following procedure will be followed for all applications:
1. This completed and signed application will be submitted with a \$125 fee...
2. After city staff conducts an internal review...
3. After staff review, the application will be referred to the Planning & Design Commission...
4. Once approved by the PDC, the application will be referred to City Council for approval...

*Review by the Building & Zoning Board of Appeals will be necessary if there are zoning variance requests and a separate application will need to be submitted with the associated fee and additional plan sets.

Section D: Acknowledgement

By signing this application, the property owner acknowledges the Commission's procedures and submittal requirements. Further, the owner grants permission to the City of North Olmsted, including Planning & Design 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 the project.

Signature and Date lines for Applicant and Property Owner.

App No: Year: Date paid: Total paid: fields.