



App No: \_\_\_\_\_ Year: \_\_\_\_\_

**CITY of NORTH OLMSTED**

Mayor Kevin M. Kennedy

A 5200 Dover Center Road | North Olmsted, Ohio 44070 P 440-777-8000 F 440-777-5889

**MINOR CHANGE APPLICATION**

**Section A: Contact Info**

	<u>Applicant</u>	<u>Property Owner</u>
Name:	_____	_____
Address:	_____	_____
City/State/Zip:	_____	_____
Phone No.:	_____	_____
Email:	_____	_____

**Section B: Project Information**

Property Address \_\_\_\_\_ PPN \_\_\_\_\_  
 Current use of property: \_\_\_\_\_

Type of changes proposed:     Changes to building façade             Changes to site, sign or landscaping  
 Other: \_\_\_\_\_

**Section C: Minor Change Policy and Procedure**

The minor change process provides a means of reviewing requests for proposed changes to approved development plans and/or existing approved development projects which are minor in nature and which are in substantial conformance with previously approved plans, conditions of approval, and zoning regulations applicable to the property.

A modification or alteration shall be considered minor if it does not significantly concern or affect the review of the original proposal, the determinations made by the safety forces, the Planning and Design Commission, and the final approval granted by City Council. A minor change shall only be considered minor if it in all respects complies with the Zoning, Building and all other applicable codes of the City. The Director of Planning and Development shall have the authority to determine whether a proposed modification or alteration is minor.

Within ten (10) business days of the application filing, the Director shall notify the applicant whether the minor change application is approved or rejected. The date of the application filing is defined as the date on which the applicant has submitted all materials required by the City for its review.

**Section D: Submission Requirements**

- In addition to this completed, signed application, the applicant shall submit the following for processing:
1. Application fee of \$40. Checks should be payable to the City of North Olmsted.
  2. Six (6) copies of the site plan, elevation and any other drawings or information pertaining to the request showing existing and proposed features. Building changes must include building elevations, color and material information; samples may be required. Site plan must be to scale, any plant changes to include quantity, species and size of planting materials and a legend.
  3. Attach a summary that highlights the purpose and details of the changes proposed.

**Section E: Acknowledgement**

By signing this application, the property owner hereby acknowledges the application requirements and review procedures and agrees to be bound by them. Further, the owner hereby grants permission to the City of North Olmsted to view the premises and consent to their entry onto the property for the purpose of observing site conditions related to review of the request.

_____	_____	_____	_____
Applicant Signature	Date	Property Owner Signature	Date

Date pd: \_\_\_\_\_ Total pd: \_\_\_\_\_