



## APPLICATION FOR DEVELOPMENT PLAN REVIEW

### ① Contact Info

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

### ② Property Info

Business Name \_\_\_\_\_

Property Address \_\_\_\_\_ PPN \_\_\_\_\_

Current Use \_\_\_\_\_ Proposed Use \_\_\_\_\_

Proposal consists of (check all that apply):

- New Construction   
  Building Alteration/Façade   
  Building Addition of \_\_\_\_\_ sq ft   
  Conditional Use  
 Site, Landscaping, Parking or Lighting Changes   
  Signage   
  Other \_\_\_\_\_

### ③ Procedures

Plan reviews will be carried out according to the process described in Chapter 1126 of the City's Zoning Code. See 1126.06 for a complete list of development plan requirements.

- A. **Pre-Application Meeting.** *Prior to submitting this application*, the applicant shall schedule a pre-application meeting with the Planning and Development Director to discuss the proposed development project. The Director will outline the development plan review process, provide a checklist of required submittals and determine whether *Administrative Review* or *City Council Review* is required for the project.
- B. **Application Submittal.** Following the pre-application meeting, the applicant shall submit this completed application, checklist, \$125 fee (checks payable to City of North Olmsted) and six (6) sets of all required exhibits. All submissions shall be made in hard copy to the Division of Building. Plans shall be collated, folded and easily legible but no larger than 24" x 36".
- C. **Staff Review.** The Planning and Development Director may require the applicant attend a staff review meeting based on the nature of the development being proposed. The applicant may be required to revise exhibits following the staff meeting.
- D. **Decision or Referral.** Following staff review, complete submittals for *Administrative Review* projects may be considered for approval. For *City Council Review* projects\*, the applicant shall submit 13 sets of revised plans at least two weeks prior to the next available Planning & Design Commission meeting, which are held the second and fourth Wednesdays of each month. Projects approved by the Planning & Design Commission are advanced to City Council for final approval.

\*Review by the Building & Zoning Board of Appeals will be necessary prior to consideration by the Planning & Design Commission if there are zoning variance requests. A separate application shall be submitted with the associated fee and additional plan sets.

### ④ Acknowledgement

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

_____	_____	_____	_____
Applicant Signature (required)	Date	Property Owner Signature (required)	Date

App No: \_\_\_\_\_ Year: \_\_\_\_\_ Date paid: \_\_\_\_\_ Total paid: \_\_\_\_\_