

Pre-Application Meeting

Prior to submitting a formal application, the applicant schedules a meeting with the Planning and Development Director to discuss the project scope. The applicant is provided a checklist of required submittals and is directed to follow one of the following required review processes:

Administrative Review Projects:

- * A building or building addition < 3,000 square feet
- * A building alteration
- * A change from one use to another permitted use
- * Expansion of parking areas without driveway modifications or encroachment into buffer yards

City Council Review Projects:

- * A building or building addition > 3,000 square feet
- * A conditional use
- * Rezoning or any project with zoning variances
- * Wireless telecommunications facilities
- * Expansion of parking areas with driveway modifications or buffer yard encroachments
- * Other project types not listed as Administrative Review

Note: The development review process is described in detail in Chapter 1126 of the Zoning Code available online at www.north-olmsted.com.

CITY OF NORTH OLMSTED DEVELOPMENT PLAN REVIEW

CITY COUNCIL REVIEW

Projects requiring City Council approval

Application

Following the pre-application meeting, the applicant submits a Development Plan Review application with the checklist, required fee and 6 plan sets containing all requested information.

Staff Review

City staff reviews the submitted plans for conformance with zoning requirements and development standards. The Director schedules a meeting with the applicant to discuss the project. Based on this meeting, plan revisions may be required.

Building & Zoning Board of Appeals

In some cases, a project does not conform with all aspects of the zoning code. If the project cannot reasonably be brought into compliance, an applicant may seek variances from the code. The applicant submits an application, fee and 9 plan sets for the BZBA. All projects involving variances must first be heard by the BZBA in order to advance to the Planning and Design Commission.

Planning & Design Commission

Applicant submits 13 sets of complete, revised plans two weeks prior to a Planning & Design Commission meeting. Applicant presents the project at the meeting; plan revisions may be required. Projects approved by the Planning & Design Commission are advanced to City Council for final approval.

City Council Decision

Applicant submits 4 sets of final plans. City Council reviews the application, staff report and comments by the Planning and Design Commission and makes a final decision on the application. Two final plan sets are stamped approved and one is provided to the applicant.

ADMINISTRATIVE REVIEW

Projects eligible for approval by the Planning and Development Director

Application

Following the pre-application meeting, the applicant submits a Development Plan Review application with the checklist, required fee and 6 plan sets containing all requested information.

Staff Review

City staff reviews the submitted plans for conformance with zoning requirements and development standards. The Director may schedule a meeting 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, the Director will make a decision based on the development plan requirements in the applicable zoning district. Two final plan sets are stamped approved and one is provided to the applicant.