



**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

**PLANNING & DEVELOPMENT DEPARTMENT  
MINOR CHANGE APPLICATION**

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.

1. Address of property \_\_\_\_\_
2. Permanent parcel number(s) \_\_\_\_\_
3. Property owner: Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Phone/Fax \_\_\_\_\_  
Email \_\_\_\_\_
4. Applicant: Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Phone/Fax \_\_\_\_\_  
Email \_\_\_\_\_
5. Current use of property \_\_\_\_\_
6. Type of alteration (check all that apply):  
 Changes to building façade       Changes to landscaping  
 Minor building addition       Changes to site plan  
 Other: \_\_\_\_\_

**PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMITTAL  
REQUIREMENTS ON REVERSE SIDE BEFORE SIGNING.**

\_\_\_\_\_  
Applicant Signature/Date

\_\_\_\_\_  
Property Owner Signature/Date

**Prior to submission of a minor change application, it is recommended that an applicant contact the Director of Planning and Development and/or Building Official to discuss the proposed changes.**

**Additional information required for processing this application includes:**

1. Payment of application fee of \$40.
2. Cover letter describing the proposed minor change requested why it is necessary, and how it is different from the approved plan.
3. Five (5) copies of plans, photos and/or materials showing existing and proposed features including the following, as may be applicable:
  - a. Site plan including name of project, north arrow, scale, date;
  - b. Architectural elevations showing existing/approved and proposed building design, color and materials;
  - c. Landscape plan, showing existing/approved and proposed plantings, indicating species and quantities of plant materials;
  - d. Any other plans or documentation required by the Director of Planning and Development or Building Official.

**NORTH OLMSTED ZONING CODE  
1126.09 MINOR CHANGES.**

The minor change process provides a means of reviewing requests for proposed changes to approved development plans and/or existing approved development projects which, as determined by the Director of Planning, 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) Definition.

(1) "Minor changes" means:

- A. Proposed slight modifications in approved development plans, including conditions of approval, which are requested following final approval of development plans submitted under this chapter; and
  - B. Proposed slight alterations to existing buildings, parking areas or other improvements whose construction is governed by this chapter.
- (2) A modification or alteration shall be considered "slight" 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 under 1126.07, and the final approval granted by City Council under 1126.08.
- (3) A minor change shall only be considered "slight" if it in all respects complies with the zoning, building and all other applicable codes of the City.
- (4) The Director of Planning shall have the authority to determine whether a proposed modification or alteration is "slight."

(b) Application.

- (1) An application for a minor change shall be filed prior to the commencement to any construction related to the modification or alteration. Any application shall be filed by the property owner or authorized agent of the property owner.
- (2) Any application shall be accompanied by required fees and such relevant plans or documentation as required under 1126.03 and/or as required by the Director of Planning and Building Official.
- (3) Five (5) copies of all application materials shall be furnished by the applicant.

(c) Review and approval procedures.

- (1) All completed applications shall be reviewed by the Building Official for compliance with applicable building and zoning codes. The Building Official shall provide his comments to the Director of Planning within five (5) business days of the application filing.
- (2) The Director of Planning shall have authority to approve or reject minor change applications.
  - A. The Director of Planning shall forward all completed applications to the Chair of the Building, Zoning and Development Committee of Council and the Chair of the Planning and Design Commission for their review and comment.
  - B. In considering any completed application, the Director of Planning shall solicit input from the Planning and Design Commission architect and/or the Planning and Design Commission landscape professional, as well as any affected City official and/or City department.
- (3) Within ten (10) business days of the application filing, the Director of Planning shall notify the applicant and the Building Official whether the minor change application is approved or rejected.