



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 & DESIGN COMMISSION
GENERAL APPLICATION**

1. Address of property _____
2. Permanent parcel number(s) _____
3. Property owner: Name _____
Address _____
City/St/Zip _____
Phone/Fax _____
4. Applicant: Name _____
Address _____
City/St/Zip _____
Phone/Fax _____
5. Current zoning district _____
6. Proposed zoning district _____
7. Current use of property _____
8. Proposed use of property _____
9. Proposal consists of (check all that apply):
 Development plan or major subdivision Lot split and/or consolidation
 Site improvements Rezoning
 Other: _____

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

Applicant Signature/Date

Property Owner Signature/Date

CMS: _____

Additional information required for processing this application includes:

1. Payment of a Planning and Design Commission application fee of \$125. Submittal of any other required applications and fees.
2. Provide a brief written summary that highlights the purpose and details of the proposal.
3. Pre-submission conferences are mandatory and require the submittal of five (5) sets of preliminary development plans as listed under 4(a) to (k) below, as necessary.
4. Planning & Design Commission meetings require the submittal of twelve (12) sets of final development plans, folded, including a site plan and any development standards text describing the development. The site plan should include the following:
 - a. Site survey. On a survey, show boundary information, existing and proposed development, existing and proposed topography, existing and proposed easements, rights-of-way, and utilities.
 - b. Setbacks. The site plan shall indicate building, service areas, parking lot, and signage setbacks including front yard, rear yard, and side yard areas and shall be in accordance with zoning regulations.
 - c. Height requirements. Maximum height requirements, including mechanical areas, parapets, etc. shall be shown on building front, rear, and side elevation drawings.
 - d. Parking and loading. All parking and loading spaces shall be shown including typical dimensions of parking stalls, aisles and loading spaces, size, and number of spaces.
 - e. Waste and refuse. Handling of all waste and refuse materials shall be indicated and described including appropriate screening and type of containerization.
 - f. Circulation. All major circulation routes, including arterials, adjacent curb cuts, collector and local streets shall be indicated including rights-of-way, dimensions, pavement widths and intersection improvements. All driveways/curb cuts shall be indicated, including major aisle ways and service routes. Major pedestrian circulation routes shall also be indicated including dimensions of path and pedestrian crossings, etc.
 - g. Landscaping and tree preservation/removal. As part of the site plan, proposed landscaping shall be shown including the general landscaping pattern and type of materials, mounding, and fencing. Landscaping may vary in density, spacing, and other treatment to reflect variations in topography, existing landscaping, or adjacent uses. Landscape features shall be shown as well as planting dimensions, height, caliper, and type of plant materials. A tree plan should also be submitted with input from the City Forester indicating those trees to be preserved and/or removed from the site.
 - h. Signage and graphics. All signage and graphics shall comply with zoning regulations. The master sign plan must include letter and other graphic size, sign material, shape, color, and illumination. Include dimensions of all ground and wall signage as well as distances from rights-of-way and intensity of illumination. Include directional signage.
 - i. Lighting. All exterior lighting fixtures shall be shown including parking lot lighting, street walkway or pedestrian lighting, walkway accent lighting and building accent lighting. Lighting intensity and installation height shall be indicated on a photometric plan along with cut sheets of fixtures.
 - j. Fencing. All fences shall conform to code requirements and appropriate materials, heights, location, and style indicated.
 - k. Architectural treatment. As part of the site plan, front, rear, and side building elevations shall be shown. Color material samples shall also be made available for inspection.

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. Plan submissions are due two weeks prior to the scheduled meeting. Preliminary and final plan reviews will be carried out according to the process described in Chapter 1126 of the City's Zoning Code.

****Upon final approval and before permits are issued, the applicant shall submit a Plans Certification Form certifying that all plans submitted to the City contain all requirements and conditions of approval imposed by City Council (NOCO 1126.11).****