City of Parma, Ohio

Building Department & Engineering Department 6611 Ridge Road Parma, Ohio 44129 Phone: 440-885-8030

Fax: 440-885-8039



Board & Commission Meeting Application

Planning Commission, Board of Zoning Appeals & Board of Building Appeals

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THE ENTIRE APPLICATION WOST	BE FILLED OUT COMPLETELY IN ORDE	R TO BE PLACED ON AN AGENDA.
THIS REQUEST IS BEING MADE F Planning Commission	OR A HEARING BEFORE THE:	FOR OFFICE USE ONLY
	Application Fee (see instructions)	Date Received
Board of Zoning Appeals		
Board of Zoning Appeals	Application Fee (see instructions)	Meeting Date Assigned
Poord of Building Annuals	- pp	J. Company
Board of Building Appeals	Application Fee (see instructions)	Identification Number Assigned
THIS REQUEST IS BEING MADE F	OR THE FOLLOWING PROPERTY:	
Street Number, Street Name, Tenant Space ((if applicable) and Postal Code	
Permanent Parcel Number	Zoning District	Ward & Councilperson
(This can be obtained from the County	(This can be obtained from the City of	(This can be obtained from the City of
Auditor's office or website.)	Parma Engineering Office)	Parma Council Office)
Name of responsible party and company name Street Number, Street Name, Tenant Space a		
Telephone	Fax	Electronic Mail Address (Email)
TENANT / OCCUPANT (IF APPLICA		
Name of responsible party and company nam	e	
Street Number, Street Name, Tenant Space a	and Postal Code	
Telephone	Fax	Electronic Mail Address (Email)
THIS REQUEST IS BEING MADE B	Y THE FOLLOWING RESPONSIBLE PAR	TY (APPLICANT/AGENT/CONTACT):
Name of responsible party and company nam	e	
Street Number, Street Name, Tenant Space a	and Postal Code	
Telephone	Fax	Electronic Mail Address (Email)

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Board & Commission Meeting Application

Building Department & Engineering Department

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	PROVIDE A DESCRIPTION OF YOUR PROJECT (REQUIRED FOR ALL BOARD APPLICATIONS):
	Special notes for the Board of Zoning Appeals and the Board of Building Appeals: A. Indicate if there are any hardships unique to your situation exclusive of conditions created by the owner, tenant or applicant.
	B. Are there any special circumstances or conditions (ex. topographical or geological) related to your property that similar
	properties do not have. C. Indicate if there are any other circumstances you consider important in the review of this variance.
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	V
_	ATT DO ATT OF THE WATCHEST ON A FOR ADDITIONAL DECLUDEMENTS
	SEE BOARD SPECIFIC INSTRUCTIONS FOR ADDITIONAL REQUIREMENTS
	All applications must be submitted by the application deadline date indicated in order to receive consideration at the next Board or Commission Meeting. Please be advised that submission does NOT GUARANTEE PLACEMENT on the next available meeting. The Building Department and the Engineering Department retain the right to determine the agenda schedule.
	Signature and printed name / title. Date

Board & Commission Meeting Application

City of Parma, Ohio

Building Department & Engineering Department

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IMPORTANT: BOARD APPROVAL DOES NOT CONSTITUTE APPROVAL TO PROCEED WITH THE PROJECT. AN APPLICATION FOR PERMIT SHALL BE OBTAINED THROUGH THE BUILDING AND / OR ENGINEERING DEPARTMENTS. ALL FEES AND APPLICATIONS SHALL BE FINALIZED PRIOR TO THE COMMENCEMENT OF WORK.

APPLICATION INSTRUCTIONS FOR THE BOARD OF ZONING APPEALS

- 1. Applicant obtains a Board & Commission Meeting Application from the Building Department or online and completes all of the required fields in order to appear before the Board of Zoning Appeals. The applicant then submits the completed form and any fees along with six (6) copies of drawings / plans / documents to the Building Department prior to the submission deadline date. The submission is to include sufficient documentation to describe the nature of the request and any backup information describing the hardship.
- 2. A list of parcel numbers will be compiled by the Building Department or Engineering Department in order to notify adjacent property owners of the requested variance(s). The applicant shall be required to provide postage for these notifications.
- 3. The application is then processed for the next available meeting. The applicant is notified by the Board of Zoning Appeals Secretary confirming the date and time of the meeting, city comments and the sufficiency of their documentation.
- 4. All Board of Zoning Appeals variance applicants shall be assessed an advertising fee for the legal notice in the newspaper. This fee shall be paid prior to the variance hearing.
- 5. THE OWNER OR OWNER'S AGENT MUST BE PRESENT AT THE MEETING. Owner or Owner's Agent shall be an individual capable of describing the project and shall have the ability to make decisions regarding the submission. If a an Agent is representing the Owner then a document shall be submitted by the Owner at the time of application granting the Agent permission to act upon the Owners behalf. Prior to placement on the Agenda this document shall be reviewed and approved by the Law Department.

BOARD OF ZONING APPEALS FEE SCHEDULE:

Residential Variance Application: Commercial Variance Application: \$50.00 plus costs as outlined in Cod. Ord. Ch 1127 \$150.00 plus costs as outlined in Cod. Ord. Ch 1127

APPLICATION INSTRUCTIONS FOR THE BOARD OF BUILDING APPEALS

- 1. Applicant obtains a Board & Commission Meeting Application from the Building Department or online and completes all of the required fields in order to appear before the Board of Building Appeals. The applicant then submits the completed form and any fees along with six (6) copies of drawings / plans / documents to the Building Department prior to the submission deadline date. The submission is to include sufficient documentation to describe the nature of the request and any backup information describing the hardship.
- 2. The application is then processed for the next available meeting. The applicant is notified by the Board of Building Appeals Secretary confirming the date and time of the meeting, city comments and the sufficiency of their documentation.
- 3. THE OWNER OR OWNER'S AGENT MUST BE PRESENT AT THE MEETING. Owner or Owner's Agent shall be an individual capable of describing the project and shall have the ability to make decisions regarding the submission. If a an Agent is representing the Owner then a document shall be submitted by the Owner at the time of application granting the Agent permission to act upon the Owners behalf. Prior to placement on the Agenda this document shall be reviewed and approved by the Law Department.

\$50.00

\$200.00

BOARD OF BUILDING APPEALS FEE SCHEDULE:

Residential Variance Application:
Commercial Variance Application:

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APPLICATION INSTRUCTIONS FOR THE PLANNING COMMISSION

- 1. Applicant obtains a Board & Commission Meeting Application from the Building Department or online and completes all of the required fields in order to appear before the Planning Commission. The applicant then submits the completed application and any fees along with twelve (12) copies of drawings/plans to the Building Department prior to the submission deadline date. See Planning Commission Drawing Requirements for additional information.
- 2. The application is then processed for the next available meeting. The applicant is notified by the Planning Commission Secretary confirming the date and time of the meeting and city review comments.
- 3. THE OWNER OR OWNER'S AGENT MUST BE PRESENT AT THE MEETING. Owner or Owner's Agent shall be an individual capable of describing the project and shall have the ability to make decisions regarding the submission. If a an Agent is representing the Owner then a document shall be submitted by the Owner at the time of application granting the Agent permission to act upon the Owners behalf. Prior to placement on the Agenda this document shall be reviewed and approved by the Law Department.

A. Subdivision of property: 1. Parcel Split or Consolidation (up to and including 5 lots) 2. Parcel Split or Consolidation (over 5 lots) 8. Site plan review: 1. Residential: Single family Two family or cluster Apartment-townhouse Planned unit development Single family or two family Multifamily Single family or two family Multifamily 4.000 sq. ft. or 10,000 sq. ft. 10,001 sq. ft. to 10,000 sq. ft. 50,001 sq. ft. to 10,000 sq. ft. 50,001 sq. ft. to 50,000 sq. ft. 50,001 sq. ft. to 50,000 sq. ft. 50,001 sq. ft. to 50,000 sq. ft. 50,001 sq. ft. to 75,000 sq. ft. 50,000 sq. ft. 50
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E Television radio or wireless now tower
Co-location with new platform \$500.00
Co-location without new platform \$250.00
G. Residential antenna or tower \$150.00
H. Solar or wind energy conversion system
1. Residential (one or two-family dwelling use) \$50.00
2. Commercial (all other uses) \$500.00
H. Parking lot expansion \$250.00
I. Sign application \$60.00
J. Miscellaneous \$100.00
Rev 3/11

Building Department & Engineering Department

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(The lis	ING COMMISSION DRAWING REQUIREMENTS it below is comprehensive. Submit adequate information to conduct review. Sient information will result in the project not being placed on the agenda.)
REQUI	REMENTS FOR THE DESCRIPTION OF EXISTING CONDITIONS
	Location map indicating nearest intersection(s) Project title, address and date on each sheet North arrow on each plan sheet Drawings are to be of an appropriate scale Sheet size shall be appropriately sized to show all elements clearly Zoning of the project site and of the adjacent parcels Location and grade of building(s) on project site and adjacent sites Utilities on project site and adjacent to site Sizes of water lines, storm and sanitary sewers All site appurtenances / structures (hydrant(s), power / light poles, catch basins, manholes, buildings, fences, etc.) Existing paving (roads, aprons, curb cuts, sidewalks, etc.) Topography at contour intervals of no more than two feet Centerline elevations of adjacent street(s) and bench mark(s) Bearings and distances of property lines Lot area calculations Adjacent property ownership Existing easements Legend(s) for all elements, symbols, systems, etc. used on drawings Any additional information may be required by the Building and Engineering Departments Color photographs
	REMENTS FOR THE DESCRIPTION OF PROPOSED CONDITIONS Location map indicating nearest intersection(s) Project title, address and date on each sheet
	Location map indicating nearest intersection(s) Project title, address and date on each sheet North arrow on each plan sheet Drawings are to be of an appropriate scale
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REQUIF	Location map indicating nearest intersection(s) Project title, address and date on each sheet North arrow on each plan sheet Drawings are to be of an appropriate scale Sheet size shall be appropriately sized to show all elements clearly Location, type, use and dimensions of all structures (buildings, signs, fences, dumpster enclosures, etc.)
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City of Parma, Ohio

Board & Commission Meeting Application

Building Department & Engineering Department

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PLANNING COMMISSION DRAWING REQUIREMENTS (CONTINUED)
REQUIREMENTS FOR THE DESCRIPTION OF PROPOSED CONDITIONS (CONTINUED)
Retention basin with calculations Erosion control plan Soil survey and stabilization report Proposed final topography at contour intervals of no more than two feet Proposed easements Legend(s) for all elements, symbols, systems, etc. used on drawings Label all elements on all of the drawings Percentage of lot coverage A professional analysis of traffic impact A professional analysis of infrastructure (e.g. storm, water, sanitary, geotechnical, etc.) Additional information may be required by the Building and Engineering Departments

Rev. 9/10

(d) Planning and Zoning Code.		
(1) Variance permit from Board of Zoning		
Appeals		
A. Residential (one or two-family dwelling	1	plus costs as outlined in Cod. Ord.
use)	50.00	Chap. 1127
B. Commercial (all other uses)		plus costs as outlined in Cod. Ord.
	150.00	Chap. 1127
C. Special meeting		
	600.00	
D. Extension of variance as per Cod. Ord.		each extension request
Sec. 1127.12	50.00	
(2) Planning Commission:		
A. Subdivision of property: Submittal shall		
include 11 copies of plat		
Parcel Split or Consolidation (up to and		
	125.00	
including 5 lots)		
2. Parcel Split or Consolidation (over 5		
lots)	300.00	
B. Site plan review: Submittal shall include		
11		
copies of site plan.		
1. Residential:		
Single family		per lot
,	60.00	'
Two family or cluster		per unit
,	60.00	'
Apartment-townhouse		per unit
'	60.00	'
Planned unit development		
single-family or two family		per unit or lot
and taning to the taning	60.00	
multi-family	1	per unit
,	75.00	
2. Commercial, industrial, or public		
facility	1	
building (new or addition building	1	
size)		
4,000 sq, ft. and less	1	
,	400.00	
4,001 sq. ft.to 10,000 sq. ft.		
7-1 - 4 - 1-1 = 2,233 34,133	600.00	
10,001 sq. ft to 20,000 sq. ft.		
, ., ., ., ., ., ., ., ., ., ., ., ., .,	1,000.	
	00	

			I
20,001 sq. ft to 50,000 sq. ft.			
		2,500.	
		00	
50,001 sq. ft. to 75,000 sq. ft.			
		3,500.	
		00	
75,001 sq. ft. or more			
		5,000.	
		00	
3. Review of revised plans for B (1) or (2)		One hal	lf of initial fee
C. Rezoning: Rezoning shall be accompanied	by	a sketch	plan of the proposal and a legal
description with the sketch plan ve	_		
the plan		, 0	
Per parcel equal to or less than one-			
half acre in area		250.00	
Per parcel greater than one-half acre in			
area		600.00	
D. Conditional use application fee:		000.00	
Conditional use application ree. Residential District			
1. Residential District		150.00	
2. B. L.P. S. (1971) B. H.P. (1971)		150.00	
Public Facilities Building		200.00	
		200.00	
3. Multifamily District			
		250.00	
4. Commercial District			
		300.00	
5. Industrial District			
		400.00	
E. Similar Use determination			
		200.00	
F. Television, radio or wireless- new tower			
		1,500.	
		00	
co-location with new platform		· <u> </u>	
		500.00	
co-location without new			
platform		250.00	
G. Residential antenna or tower			
		150.00	
H. Solar or wind energy conversion system			
1. Residential (one or two-family			
dwelling use)		50.00	
2. Commercial (all other uses)		22.00	
2. Commercial (all other ases)		500.00	
Parking lot expansion		300.00	
ו. רמוגוווא וטנ בגףמווטוטוו		250.00	
		230.00	

J. Sign application			
		60.00	
K. Miscellaneous			
		100.00	
(3) Special Meeting. Any applicant requesting a	sp	ecial mee	eting of the Planning Commission
shall pay a fee of			
five hundred dollars (\$600.00) for the			
special meeting			
(4) Costs of additional work. Any extra costs or additional work performed by the Law			
Department or the City			
Engineer or anyother department of the Mu	ıni	cipality, ir	ncluding but not limited to
architectural, engineering,			
services, in connection with the matter conf	taiı	ned in the	application, shall be added to the
application fee			
fee and the applicant shall bear all			
additional expenses			
(5) House topo review: to be paid upon submitta	al		
		275.00	
revised house topo review (to be paid upon			each revision
submittal)		100.00	