

**CITY OF STRONGSVILLE**  
**PLANNING COMMISSION**  
**APPLICATION**  
**CLUSTER SUBDIVISION**

After meeting with City Planner, George Smerigan (if necessary) regarding zoning requirements, submit the following:

An application to the Planning Commission (copy attached).

**Pursuant to new Codified Ordinance Section 1226.07 for all subdivisions involving six (6) or more sublots, you are required to comply with Zoning Code Section 1226.07 (Copy attached) and (16) copies of the Subdivision Plan (FOLDED) with subject name up) 2 weeks prior to a meeting. You cannot be on an agenda until the public has two weeks in which to view the proposed subdivision plan.**

**Cluster Subdivisions also need 16 copies of a Tax Split Map submitted along with the cluster site plan.** You need to submit a separate PC application for both the Tax Split Map and the actual Cluster Subdivision. There will be a separate review fee for each plan.

A Cluster Subdivision Plan will be referred to the Architectural Review Board (copy of application attached) for their recommendation of the site, unit elevations, colors, materials, unit lighting and landscaping. You will then be referred back to the Planning Commission for final cluster subdivision approval.

**Before any final approval for any commercial, industrial or subdivision requests, complete engineered site plans (sealed by professional in the State of Ohio) and details conforming to the enclosed Engineering Checklist (copy attached) which must be submitted and approved by the City Engineer.**

**MEETING TIMES & DATES**

The Planning Commission usually meets the 2nd and 4th Thursday of the month, but is subject to change during certain times of the year and Planning Commission and Architectural Review Board have only one meeting the month of AUGUST. Planning Commission meetings are held at City Council Chambers, 18688 Royalton Road. The Caucus starts at 7:30 p.m. and the meeting begins promptly at 8:00 p.m. Architectural Review Board meets on Tuesdays at the City Service Center 16099 Foltz Parkway. Caucus starts at 8:30 a.m. and the meeting begins promptly at 9:00 a.m.

**Planning Commission Application Procedure  
Cluster Subdivision Plan cont'd.  
Page 2**

**ENGINEERING DEPARTMENT Requirements:**

The Engineering Department will need all the items listed in the Engineering Checklist which is included in this packet. You do not have to fill the checklist out or include it in your submittal, use it just as a tool in preparing your drawings. Prior to final site plan approval, you must submit 2 sets of drainage calculations and improvement plans to Ken Mikula, Asst. City Engineer two weeks before coming in for final approval.

**TREE PRESERVATION (A Must)**

Prior to submission of an application for **residential, commercial and industrial development**, you are encouraged to meet with the City Forrester (Jennifer Milbrandt) to discuss the **Tree Ordinances** as it relates to the subject property. A **Tree Survey** is required as part of **any application** for development. ( A Copy of those Ordinances are enclosed in this Approval Process Packet).

**MAIL RECEPTACLES**

In addition to the foregoing requirements of the final plat for record, there shall be filed with the Engineer, profiles of the streets to be dedicated, showing existing surface elevations on the center line and the proposed finished grade of such streets and the existing surface elevations at the proposed right of way, side lines and at the building line **and the identification, location and description of U.S. mail receptacles to be installed for the deposit or receipt of mail.**

**LIGHTING PLAN**

**If** the project includes lighting whether on the exterior of the building or in the parking lot a lighting plan **must be submitted directly to and be approved by the City's lighting consultant, Roger Zakrajsek** (see his document criteria form within this packet). **Also submit 4 copies of the same lighting plan to the Secretary along with the site plan. This must be done before going to the Architectural Review Board.**

**Cluster Subdivisions are always referred to the Architectural Review Board. Application Form and Instruction Sheet are located at the end of this packet.**

If you have any further questions, please contact Carol Oprea at 440/580-3165.

**PLANNING COMMISSION APPLICATION**  
**City of Strongsville**

**SINGLE FAMILY AND/OR CLUSTER SUBDIVISION**  
**APPLICATION**

**ITEM NO.** \_\_\_\_\_ Application Fees: CP \_\_\_\_\_  
Eng \_\_\_\_\_  
Total Fee: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Client or Subject Name: \_\_\_\_\_

Client / Subject Property Location : \_\_\_\_\_

Representative's Company Name: \_\_\_\_\_

Rep. or Agent's Name: \_\_\_\_\_

Bus. Address of Rep: \_\_\_\_\_ City & Zip \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ Res. ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

Permanent Parcel No. \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Description of Request:

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**PLANNING COMMISSION APPLICATION**  
**City of Strongsville**

**TAX SPLIT MAP**  
**(Cluster Subdivisions Only)**

**ITEM NO.** \_\_\_\_\_ **Application Fees:** CP \_\_\_\_\_  
Eng \_\_\_\_\_  
Total Fee: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Client or Subject Name: \_\_\_\_\_

Client / Subject Property Location : \_\_\_\_\_

Representative's Company Name: \_\_\_\_\_

Rep. or Agent's Name: \_\_\_\_\_

Bus. Address of Rep: \_\_\_\_\_ City & Zip \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ Res. ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

Permanent Parcel No. \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Description of Request:  
\_\_\_\_\_  
\_\_\_\_\_

CITY of STRONGSVILLE

ENGINEERING DEPARTMENT

SINGLE FAMILY & CLUSTER SUBDIVISION Plan Checklist

Date: \_\_\_\_\_

SUBDIVISION NAME (Review) \_\_\_\_\_

Developer's Name: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Engineer's Name: \_\_\_\_\_

**Cover Sheet**

\_\_\_\_\_ Material Spec. (Size Conn., etc.)

\_\_\_\_\_ Water Line Spec.

\_\_\_\_\_ Grading Spec.

\_\_\_\_\_ Map Location of Sub.

\_\_\_\_\_ Sequence of Construction

\_\_\_\_\_ **Note: Testing results for all engineering materials, i.e. premium backfill, roadway sub-base, etc., shall be submitted to the City Engineer 30 days prior to the installation of these materials.**

**Improvement Drawings (Plan)**

\_\_\_\_\_ Connection

\_\_\_\_\_ M.H.'s

\_\_\_\_\_ Mains (Under Pavement)

\_\_\_\_\_ Yard Drains (Location)

\_\_\_\_\_ Sidewalks (Common Areas)

\_\_\_\_\_ Traffic Control

\_\_\_\_\_ Street Signs

\_\_\_\_\_ Guard Rails

**Plat Review** (Review Plat to comply with)

\_\_\_\_\_ Lot Area

\_\_\_\_\_ Lot Width

\_\_\_\_\_ Lot Depth

\_\_\_\_\_ Bldg. Line & Front Yard Depth

**Profiles**

\_\_\_\_\_ Grades

\_\_\_\_\_ Inverts Direct (Drop M.H.)

\_\_\_\_\_ 1/C

**Grading Plan**

\_\_\_\_\_ Swales (1%)

\_\_\_\_\_ Bottom of Footer & Conn. Elev.

\_\_\_\_\_ Catch Basin & Inlet Basins

\_\_\_\_\_ Intersection & Cul-de-Sac Detail

**Standard Detail Sheets**

\_\_\_\_\_ 1)

\_\_\_\_\_ M.H. (Street)

\_\_\_\_\_ M.H.

\_\_\_\_\_ 24" Y.D.

\_\_\_\_\_ 12' Y.D.

\_\_\_\_\_ C.F. & 1.B

\_\_\_\_\_ Square Basins

\_\_\_\_\_ 2) All Precast (No Brick)

\_\_\_\_\_ 3) Premium Backfill

Under Street & Walk

R/W (Clusters)

ODOT Item 304 Aggregate Base **(except No Open Hearth or Basic Oxygen Slag will be permitted)**

**Engineering SINGLE FAMILY & CLUSTER Subdivision Checklist cont'd.**  
**Page 2**

**Standard Detail Sheets cont'd.**

\_\_\_\_\_ City of Strongsville Standard Detail Sheet  
\_\_\_\_\_ **Cut and Fill Sheet**  
\_\_\_\_\_ Balanced  
\_\_\_\_\_

**Drainage Calculations**

\_\_\_\_\_ Areas  
\_\_\_\_\_ Run Off Coll. \_\_\_\_\_  
\_\_\_\_\_ Design Storm Years \_\_\_\_\_  
\_\_\_\_\_ Inverts  
\_\_\_\_\_ Capacities  
\_\_\_\_\_ Velocities

**Detention or Retention Design**

\_\_\_\_\_ 1)  
\_\_\_\_\_ 2)  
\_\_\_\_\_ 3)  
\_\_\_\_\_ 4)

**Erosion & Sedimentation Control Plan**

\_\_\_\_\_ Tree Planting Indicated  
\_\_\_\_\_ Landscaping Plan  
\_\_\_\_\_ ARB Approval

**Shade Tree Plan**

The Shade Tree Commission selects the tree species to be planted on each new street. If the Developer is unable to obtain the trees selected, a substitution can be made (see attached Recommended Street Trees pamphlet). The City Forester must approve all substitutions prior to planting. Street Tree planting guidelines are enclosed., **\*\*Street trees must be planted after the structure is built.**

The Strongsville Shade Tree Commission meets every **third Thursday** of each month at the **City Service Center**. The meeting runs from 5-6:30 PM.

**Street Lighting Plans**

\_\_\_\_\_ ARB Approval

**Dedication Plat**

\_\_\_\_\_ 1) Swale Easements  
\_\_\_\_\_ 2) "Witness Clause" & "Notary" under Drainage Easement  
\_\_\_\_\_ 3) Final Dedication Clause  
\_\_\_\_\_ 4) PC Approval (Chairman and Signature Line if necessary)  
\_\_\_\_\_ 5)  
\_\_\_\_\_ 6)

Yes	No	
1. _____	_____	Conforms to preliminary plat and incorporates suggested to changes.
2. _____	_____	Plat prepared in waterproof ink on tracing cloth or other Material of equal permanence at a scale of not less than 1" = 100'.
3. _____	_____	Sheets are 24" x 36".
4. _____	_____	Name of Subdivision.
5. _____	_____	Locational description including original township lot no.
6. _____	_____	Certification by surveyor or engineer preparing plat, verifying the data shown thereon, and definitely identifying the lands proposed to be dedicated for public use, with proper dedicatory clauses as provided by law.
7. _____	_____	Date and scale of plan.
8. _____	_____	North point.
9. _____	_____	Adequate survey data including primary control points, approved by the City Engineer, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referenced. Survey data – Angles to seconds, Linear dimensions to hundredths of feet.
10. _____	_____	closure of entire parcel and individual lots.
11. _____	_____	Names of adjoining owners or subdivisions by record name, date, volume and page number, permanent parcel number as recorded.
12. _____	_____	Name and right-of-way width of each street or other right-of-way with centerline data.
13. _____	_____	Location, dimension, and purpose of any easements.
14. _____	_____	Lot and block numbers with lot areas.
15. _____	_____	Purpose for which sites, other than residential lots, are dedicated or reserved.
16. _____	_____	Excepted parcels or out lots so marked, "Not Included in this Plat".
17. _____	_____	Minimum building setback lines on all lots and other sites in accordance with the City Zoning Code.
18. _____	_____	Location and description of all monuments used or established in determining the boundaries, as well as those set at boundary corners and the locations of street monuments which shall be set by the owner, subdivider, or his agent.
19. _____	_____	Certification of title showing that applicant is the land owner.
20. _____	_____	Statement by owner dedicating streets, rights-of-way and any sites for public uses and acceptance by Council.
21. _____	_____	The location of the termini of existing and proposed streets on adjoining property with such dimensions as are necessary to show their relation to streets being dedicated in the proposed subdivision.

22. \_\_\_\_\_      \_\_\_\_\_  
Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way and property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles, and radii, arcs and central angles of all curves.
23. \_\_\_\_\_      \_\_\_\_\_  
Final approval paragraph for execution by the Planning Commission with dates and the signature of the Chairman and Secretary; an approval paragraph for execution by the City Engineer with dates.
24. \_\_\_\_\_      \_\_\_\_\_  
Owner, subdivider, surveyor names and addresses.
25. \_\_\_\_\_      \_\_\_\_\_  
Previous lot lines in case of replat.



# POSTING ORDINANCE

## ACKNOWLEDGMENT

I, \_\_\_\_\_, as \_\_\_\_\_  
(name) (title)

of \_\_\_\_\_  
(name of entity)

Hereby acknowledge receipt of a copy of C.O. Section 1228.09 and agree as the:  
(check one)

\_\_\_\_\_ Developer  
\_\_\_\_\_ Builder  
\_\_\_\_\_ Agent for \_\_\_\_\_  
(insert name of developer or builder)

of Permanent Parcel No(s) \_\_\_\_\_

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to comply with all the terms and conditions therein.

Dated: \_\_\_\_\_ (Signature)

**1228.09 MANDATORY POSTING REQUIREMENTS OF PLATS AND PLANS.**

- (a) No developer of a subdivision, or builder constructing buildings within a subdivision, or person, firm or corporation being the agent of a developer or builder in the sale of lots within a subdivision, shall sell a lot or construct a building without first having posted within a designated sales office or within a temporary construction office of such builder or developer the following:
- (1) A copy of the final plat of the subdivision which has been approved for recording purposes only by the Planning Commission, Council and other required administrative officials of the City;
  - (2) A topographical map clearly showing thereon grades, elevations, easements, open ditches, swales, creeks, walkways and any other land characteristics of the subdivision that may be of concern to a prospective purchaser;
  - (3) A copy of all declarations of covenants and deed restrictions which have been recorded with the Cuyahoga County Recorder and which run with the land;
  - (4) A copy of any homeowners' association code of regulations, by-laws, charter, rules and regulations, if any, which may be applicable to the homeowners within the subdivision; and
  - (5) A statement for each lot to be sold specifying the type and amount of charge or charges to be paid to the City by any prospective buyer, or agent for the prospective buyer, for any sanitary fee or other charge respectively, before a building permit can be issued for construction on each lot.
  - (6) Identification, location and description of U.S. mail receptacles to be installed for the deposit or receipt of mail.
- (b) Every developer of a subdivision, or builder constructing buildings within a subdivision, or person, firm or corporation being the agent of a developer or builder in the sale of lots within a subdivision, shall require that all prospective purchasers of lots and/or buildings within the subdivision execute and sign a certificate stating therein that such prospective purchaser has been shown and has reviewed all of the plats, plans and documents specified in subsection (a) hereof and has received a copy of the documents specified in subsection (a)(3) and (4), before entering into an agreement for the sale of a lot or building in the subdivision. Such certificate(s) shall be filed with the Building Commissioner as follows:
- (1) If the developer or builder has entered into an agreement for the sale of a lot prior to the issuance of a building permit for a structure on such lot, then the certificate shall be filed prior to the issuance of such building permit; or
  - (2) If the developer or builder has entered into an agreement for the sale of a lot after the issuance of a building permit

for a structure on such lot, then the certificate shall be filed prior to the issuance of any certificate of occupancy for the premises.

(Ord. 2003-68. Passed 7-7-03.)

### **1226.06 NOTICE OF SUBDIVISION APPLICATION AND PLAN.**

(EDITOR'S NOTE: This section was formerly codified as Section **1226.07** before being renumbered by Ordinance 2006-161.)

(a) When a subdivision application and plan are filed by an applicant with the Planning Commission for approval, and after review by the appropriate City officials, notice, by regular mail, shall be given by the Secretary of the Planning Commission to the property owners within five hundred (500) feet of any portion of the land proposed to be subdivided, that such a plan has been submitted and is available for inspection and comment at the Planning Commission office.

(b) In order to effectuate the provisions of this section, the applicant, at the time of submittal of the application and subdivision plan, shall submit to the Planning Commission a certified list of all such property owners of record, and their mailing addresses, in a form acceptable to the Planning Commission. The list shall be prepared by a title insurance company as defined in Ohio R.C. Section 3953.01(C), and the list shall be dated no more than fifteen (15) days prior to the filing of the application with the Planning Commission.

(c) Any written comments received from the property owners shall be considered by the Planning Commission in their review of the proposed subdivision plan.

(d) This section is applicable to all subdivisions involving more than five (5) sublots after the original tract has been subdivided.

(Ord. 2002-125. Passed 9-16-02.)

**CITY OF STRONGSVILLE**  
**ARCHITECTURAL REVIEW BOARD APPLICATION**  
**CLUSTER SUBDIVISION**

**ARCHITECTURAL REVIEW BOARD: (Referral from Planning Commission)**

You must be referred from the Planning Commission for review by the Architectural Review Board.

The following must be submitted two (2 weeks prior to a meeting.)

Nine (10) sets of the following:

- An Architectural Review Board Application for a **Cluster Subdivision**.
- (10) Cluster Site Plans (**Folded**). **Be sure to show all guest off-street parking areas.**
- (10) Unit Elevation Drawings (all four sides)
- (10) Landscaping Plan (with Legend) showing American and Scientific names. Call out caliper, (min. 2 1/2" caliper), height (6'-8') for trees and show quantity of each plant material.
- (10) Photometric Exterior Lighting Plans (this includes the units and street lighting and entranceway lights). These must be approved by the City's Lighting Consultant – Roger Zakrajsek along with Manufacturing Lighting Cut Sheets for all of the fixtures to be used on the building and in parking lot.
- Mailbox Plan (Located mailboxes on the site plan)
- **MATERIAL SAMPLES ARE TO BE BROUGHT TO THE MEETING**

If you have any further questions, please call Carol Oprea at 440-580-3165.

# City of Strongsville

## ARCHITECTURAL REVIEW BOARD APPLICATION

### CLUSTER Subdivisions

Date of Application: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ PHASE # \_\_\_\_\_

Cluster Block or Location: \_\_\_\_\_ Number of Units \_\_\_\_\_

Permanent Parcel Nos Involved: \_\_\_\_\_ Zoning Classification \_\_\_\_\_

Developer's Name: \_\_\_\_\_

Developer's Address: \_\_\_\_\_ City & ZIP \_\_\_\_\_

Bus Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ Res: ( ) \_\_\_\_\_

Project Manager or Architect's Name: \_\_\_\_\_

Address of Rep: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Rep's Bus. Phone: ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ Res. ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

SIGNAGE Being Proposed at This Time: Yes \_\_\_\_\_ (Attach Form C) No \_\_\_\_\_

#### Unit Building Materials & Color Schedule:

**Roof:**

Material \_\_\_\_\_

Mfg: \_\_\_\_\_

Color \_\_\_\_\_

**Siding:**

Type: \_\_\_\_\_

Color: \_\_\_\_\_

**Trim (Windows & Soffits)**

Type: \_\_\_\_\_

Color: \_\_\_\_\_

**Doors:**

**Front Entrance Door:**

Color: \_\_\_\_\_

**Garage Door:**

Color: \_\_\_\_\_

**Brick or Stone: (If Applicable)**

Mfg: \_\_\_\_\_

Color Blend: \_\_\_\_\_

Mortar Color: \_\_\_\_\_

**Decks: Yes \_\_\_\_\_ No \_\_\_\_\_**

**Concrete Pad Only: Yes \_\_\_\_\_ No \_\_\_\_\_**

**NOTE: Bring All Sample Materials to the ARB Meeting.**