

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, see his document criteria form within this packet, **submit 4 copies of the lighting plan to the Secretary along with the site plan all lighting plans will have an in-house review prior to the meeting.**

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 Brill at 440/580-3166.

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:

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) _____

to comply with all the terms and conditions therein.

Dated: _____ (Signature)

- (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 ½" 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.