# CITY OF STRONGSVILLE

# PLANNING COMMISSION

# GENERAL BUSINESS Buildings

## APPLICATION

**Submit (16)** copies of the Site Plan **(folded)** with the **subject name up**) submitted 2 weeks prior to a meeting.

An application to the Planning Commission (copy attached)

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 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 5:30 p.m. and the meeting begins promptly at 6:00 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.**

## 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 Lori Daley, 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. (See Jennifer Milbrandt for a Copy of those Ordinances).

## 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 <u>directly to</u> and be approved by the City's Building Department**. **The Photo Metric Plan must be done and submitted with the Architectural Review Board documents.**

An Application Fee, (made payable to the City) will be determined at the time of submittal (the Engineering Fee is based on the number of foundation square footage so be exact in amount of square feet).

If you have any further questions, please contact Carol Brill at 440/580-3166.

# PLANNING COMMISSION APPLICATION
## City of Strongsville

**ITEM NO.** _____          Application Fees:          CP _____
                                                        Eng_____
                                         Lighting Plan Review _____
                                         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:
_____

_____


**Building Area:**

Existing Sq.Ft.:        First Floor_____  Others_____

Proposed Sq. Ft. _____  **Total Building Area Sq. Ft.** _____

Existing Parking Spaces: _____

**Site Area:**   Total Sq. Ft. _____  Scale Used:_____

**TOTAL NUMBER OF EMPLOYEES:** _____**Number of Shifts:**_____

**CITY OF STRONGSVILLE**

**ENGINEERING DEPT.**

**INDUSTRIAL/COMMERCIAL SITE PLAN CHECKLIST**

**Project:**_____

**PPN:**_____**Zoning Classification:**_____

**Property Owner's Name:**_____

**Contact Person's Phone Number:**_____

Site plans are to be drawn at a uniform engineering scale and shall conform to Chapter 4733-37 of the <u>Minimum Standards for Boundary Surveys in the State of Ohio</u> and contain at a minimum, the following information:

1) Show complete title, location, parcel number, owner, architect or engineer, list of symbols and abbreviations and date.

2) Show area (in sq. ft.) of the plot and of impervious areas.

3) Show complete dimensions of new building or addition and property lines including angles and all dimensions required for locating the building on the site. Show positions of drives, sidewalks, paths and means of ingress/egress. If curves are shown, give radii, P.T.'s, P.C.'s, length of curves and included angles. All dimensions should be given in U.S. Standard.

4) Indicate true North direction and scale of drawings.

5) Show zoning setbacks, easements and restriction lines.

6) Show adjacent streets to the center line of the R/W and adjoining properties and building with names of owners and PPN's.

7) Indicate buildings, old walls, paving and curbs to be removed.

8) Show all steps, ramps, railings, areaways, gratings and pavement expansion joints at building roadways.

9) Show limit of contract lines.

10) Locate benchmark.

11) Show elevations of basements, first floor, retaining walls, streets, driveways, paths and parking lot high and low points; indicating slopes where applicable.

12) Show datum, existing contours and contours for proposed work at intervals of not less than (1) one foot.

13) Show location, name and size of trees and shrubbery to be retained.

**Industrial Site Plan Checklist**

14) If planting is required, show planting schedule, listing size, heights and calipers of the plant material with both botanical and common names.  The number of individual trees and plants should be shown on the plan.

15) Locate existing and proposed manhole, yard drains, catch basins, curb inlets, signs, telephone poles, conduits, fire hydrants and light standards.  Show sizes, elevations and details where applicable.

16) Show locations and data relating to utilities, storm and sanitary sewers and sewage-disposal system.

17) Locate and detail curbs and their radii, dropped curbs and tree enclosures.

18) Show section through driveways, parking areas and retaining walls.

19) Provide earthwork quantity data.

20) Provide storm water calculations with retention or detention design and an erosion  control plan.

21) Provide engineer's seal and statement.

22) Sanitary manhole to be provided on the sanitary lateral (connection) at the City right-of-way.


**Additional Comments:**_____

_____

_____

_____

_____

_____

_____