

# CITY OF STRONGSVILLE

## PLANNING COMMISSION

### APPLICATION

#### SINGLE FAMILY SUBDIVISION

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

**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.**

After the public is notified, you will then be put on the next available Planning Commission agenda.

This is a three-part process:

1. First submittal, Overall Preliminary Development Plan approval.
2. Second submittal, Preliminary Subdivision Plan approval.
3. Third submittal, Final Subdivision Plan approval.

Each approval will require an application and 16 copies of the site plan. Cluster Subdivisions will need to submit a separate submittal for TAX SPLIT MAP approval. Same requirements for approval of the tax split map.

An application to the Planning Commission (copy attached) along with 16 copies of the site plan (**Folded**) must be submitted to the Board Secretary 2 weeks prior to a meeting.

#### **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 COMMUNICATIONS CENTER, 13213 PEARL ROAD (The old Library Location). 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  
Residential Subdivision Plan Approval cont'd.  
Page 2**

**An Application Fee, (made payable to the City) will be determined at the time of submittal.**

**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.

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 must be submitted and approved by the City Engineer.

**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**

The Subdivision Plan showing topography, proposed streets, lots, approximate lot dimensions, open space areas, **identification, location and description of U.S. mail receptacles to be installed for the deposit or receipt of mail**, and other site features.

**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.**

A straight residential subdivision does not require Architectural Review Board review unless directed to do so by the Planning Commission. Cluster Subdivisions will always be referred to the Architectural Review Board.

All Subdivision submittals must include a signed Posting Ordinance Form.

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**

**PRELIMINARY AND/OR FINAL APPROVAL**

**ITEM NO.** \_\_\_\_\_

Application Fees: CP \_\_\_\_\_

ENG. \_\_\_\_\_

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

Lighting Plan Review \_\_\_\_\_

Total Fee \_\_\_\_\_

**SUBDIVISION NAME:** \_\_\_\_\_

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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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.

## 1230.02 PRELIMINARY PLAT AND DATA.

Plats and data shall include the following:

(a) General Subdivision Information. The general subdivision information shall describe or outline the existing conditions of the site and the proposed development as necessary to supplement the drawings required in this section. This information shall include data on existing covenants, land characteristics and available community facilities and utilities; and information describing the subdivision proposal such as the number of residential lots, typical lot width and depth, price range, business areas, playgrounds, park areas and other public areas; proposed protective covenants, proposed utilities and proposed street arrangement and improvements.

(b) Location Map. The location map shall show the relationship of the proposed subdivision to existing community facilities which serve or influence it. It shall include the development name and location; scale; north point and date; main traffic arteries; public transportation lines; and where applicable the location of existing shopping areas, schools, parks and playgrounds, hospitals, churches and other community facilities.

(c) The data required as a basis for the preliminary plat shall include existing conditions as follows except when otherwise specified by the Planning Commission:

(1) Boundary lines: bearings and distances.

(2) Easements: location, width and purpose.

(3) Streets on and adjacent to the tract: name, distances to and right-of-way width and location; type, width and elevation of roadway; any legally established center line elevations; walks, curbs, gutter, culverts, etc.

(4) Utilities on and adjacent to the tract: location, size, invert elevation and directional flow of existing and proposed subdivision sanitary and storm sewer and sewers connecting with existing and proposed Municipal interceptors, outlet or trunk sewers outside of the subdivision, and the area and location of easements to be granted to the Municipality for such proposed sewers. However, if the proposed subdivision is to be served temporarily by a subdivision sewerage treatment plant, the location of such easements as are necessary to connect the subdivision sewers with the temporary treatment plant and such easements as are necessary to bypass the treatment plant and connect with a proposed Municipal interceptor or trunk sewer shall also be shown. The location and size of water mains, location of gas lines, fire hydrants, electric and telephone poles and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest facility, showing invert elevation of sewers.

(5) Ground elevations on the tract, based on a datum plane approved by the City Engineer at a contour interval of not more than two feet.

(6) Subsurface conditions on the tract, if required by the Planning Commission or City Engineer: location and results of tests made to ascertain subsurface soil, rock and ground water conditions.

(7) Other conditions on the tract: watercourses, wetlands, marshes, rock outcrop, wooded areas, isolated preservable trees one foot or more in diameter, dwellings, buildings and other significant features.

(8) Other conditions on adjacent land: approximate direction and gradient of ground slope, including any embankments or retaining walls; character and location of buildings, railroads, power lines, towers, and other nearby nonresidential land uses or adverse influences; owners of adjacent unplatted land for adjacent platted land refer to subdivision plat by name, recorded date and number, and show approximate percent completed, typical lot size and dwelling type.

(9) Photographs, if required by the Planning Commission: camera locations, directions of views and key numbers.

(10) Zoning, on and adjacent to the tract.

(11) Proposed public improvements: highways or other major improvements planned by public authorities for future construction on or near the tract.

(12) Title and certificates: present tract designation (permanent parcel number) according to official records in the office of the County Auditor; and Recorder title under which proposed subdivision is to be recorded, with names and addresses of owners, and developers, notation stating acreage, scale, north point, datum, benchmarks, certification of registered civil engineer or surveyor and date of survey and name of site planner, engineer or surveyor who prepared the preliminary plat.

(d) The preliminary plat at a scale of 100 feet to one inch showing all existing conditions required under subsection (a) hereof, and shall show all proposals including the following:

(1) Streets: names, right-of-way and roadway widths, approximate grades and gradients.

(2) Other rights of way or easements: location, width and purpose.

(3) Location of utilities, if not shown on other exhibits.

(4) Lot lines and lot numbers.

(5) Sites, if any, to be reserved or dedicated for parks, playgrounds, or other public uses, or sites to be used for common area.

(6) Sites, if any, for multifamily dwellings, shopping centers, churches, service and industrial uses or other nonpublic uses.

(7) Minimum front and rear building setback lines.

(8) Site data, including number of residential lots, typical lot size and acres in parks, etc.

(9) Title, scale, north point and date.

(10) Approval paragraph, for execution by the Chairman and Secretary of the Planning Commission to evidence the approval of the Commission, the date thereof and the period of effectiveness of the approval in accordance with these regulations.

(e) Other Data. The preliminary plat shall be accompanied by profiles showing existing ground surface and proposed streets grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision; typical cross sections of the proposed grading, roadway and sidewalk; and preliminary plans of proposed sanitary and storm water sewers with grades and sizes indicated. All elevations shall be based on a datum plane approved by the City Engineer.

(f) Draft of protective covenants whereby the developer proposes to regulate land use in the subdivision and otherwise protect the proposed development.

(g) A draft of the proposed plan of the developer to assure compliance with Chapter 1442 of the Codified Ordinances regulating maintenance of undeveloped lots during development of the lots within the subdivision, which shall include the following:

(1) The developer's estimates of the time for completion of development of all lots in the proposed subdivision.

(2) The means and methods by which the developer proposes to comply with the provisions of Chapter 1442 applicable to undeveloped lots during the time periods for completion of development of all lots, and a method of guaranteeing and securing such compliance in the event of default by the developer for the approval by the City.

(Ord. 2005-161. Passed 11-21-05.)

### 1230.03 FINAL PLAT AND DATA.

Final plats and data prepared for final approval and recording shall include:

(a) The final plat drawn in ink on tracing cloth on sheets twenty-four inches wide by thirty-six inches long at a scale of 100 feet to one inch. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision at an appropriate scale. For large subdivisions the final plat may be submitted for approval progressively in contiguous sections satisfactory to the Planning Commission and City Engineer. The final plat shall show the following:

(1) 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 referred.

(2) 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.

(3) Name and right-of-way width of each street or other right of way.

(4) 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.

(5) Location, dimensions and purpose of any easements.

(6) Number identification of each lot or site.

(7) Purpose for which sites, other than residential lots, are dedicated or reserved.

(8) Minimum front and rear building setback line on all lots and other sites in accordance with the City Zoning Code.

(9) 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 later be set by the owner, subdivider or his agent.

(10) Names of record owners of adjoining unplatted land.

(11) Reference to recorded subdivision plats of adjoining platted land by record name, date, volume and page numbers as recorded.

(12) 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.

- (13) Certification of title showing that applicant is the land owner.
- (14) Statement by owner dedicating streets, rights of way and any sites for public uses and acceptance by Council.
- (15) Title, scale, north arrow and date.
- (16) Final form of all covenants and deed restrictions.
- (17) Approvals from all required governmental bodies, including but not limited to, the Army Corps of Engineers, the Ohio EPA and the Cleveland Water Department.

(18) Final approval paragraph for execution by the Planning Commission, with dates and the signature of the Chairman and Secretary; a paragraph for acceptance by Council with ordinance or resolution number, date and signature of Council President and Clerk. Unless all of the improvements herein required in these Regulations have been installed, the clause reciting the approval of Council shall state clearly that the plat for record is approved by Council for record purposes only and that such approval does not constitute the acceptance for public use of any streets or other lands which the plat indicates shall be dedicated to such use.

(b) Cross-sections and profiles of 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. The profiles shall be drawn to City standard scales and elevations and shall be based on a datum plane approved by the City Engineer.

(c) A certificate by the City Engineer certifying that the developer has complied with one of the following alternatives:

(1) All improvements have been installed in accord with the requirements of these Regulations and with the action of the Planning Commission giving conditional approval of the preliminary plat, or

(2) A bond or other form of security which has been posted in accordance with Section 1228.03, which is available to the City, and in sufficient amount to assure such completion of all required improvements.

(d) Protective covenants in form for recording.

(e) A certificate by the City Engineer that the developer has complied with the approved method of guaranteeing and securing compliance with the developer's approved plan for maintenance of undeveloped lots during development of the subdivision.

(f) Other data, certificates, affidavits, endorsements or deductions as may be required by the Planning Commission in the enforcement of these regulations.

(Ord. 2005-161. Passed 11-21-05.)

## **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 2005-161.)

(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.)