



# City of Strongsville

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## CITY OF STRONGSVILLE, OHIO ZONING CHANGE APPLICATIONS

### City Council

Michael J. Daymut  
President of Council  
Ward 1

Raymond L. Haseley  
Ward 2

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President Pro Tem  
Ward 3

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Ward 4

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At-Large

Kenneth M. Dooner  
At-Large

John D. Southworth, Jr.  
At-Large

Leslie J. Seefried, MMC  
Clerk of Council  
leslie.seefried@strongsville.org

In accordance with the provisions of Strongsville Codified Ordinance Section 1244.01(c), a petition for rezoning shall be accompanied by the following:

1. Fourteen (14) copies of the Petition for Rezoning and fourteen (14) copies of a completed Property Description on a form provided by the Clerk of Council, which shall include permanent parcel number(s), acreage, address and such other information regarding the property which is the subject of the petition as requested on the form;
2. Fourteen (14) copies of a legal description and fourteen (14) copies a map or plat of the property which is the subject of the petition prepared by a registered surveyor and reduced to size 8-1/2"x11" (standard paper size);
3. Fourteen (14) copies of evidence of ownership of the property which is the subject of the petition;
4. \*One (1) **certified list** of the property owners of record, and their mailing addresses in all directions from the subject property for a distance of 500 feet, **prepared by a title insurance company** as defined in R.C. §3953.01(C) **dated no more than 15 days prior to filing of the petition with the Clerk of Council.** *Provide address mailing labels for all such property owners of record.*
5. Fourteen (14) copies of such other documentation or evidence supporting the petitioner's reasons for the requested rezoning which the petitioner desires the Council and the Planning Commission to consider; and
6. \*\*A non-refundable fee in the sum of One Hundred Dollars (\$100.00), **plus** an amount equal to the current cost of regular mail postage times the number of owners on the certified list filed with the petition, **plus** an amount equal to the Clerk's estimate of the cost of publication as required by C.O. §1244.03. **\*\*The application fee of One Hundred Dollars (\$100) is required at the time of filing the application. The amount equal to the current cost of regular mail postage and the amount for the cost of publication is due no later than the date scheduled for the public hearing on the Ordinance. The applicant will be notified by the Clerk's Office of the balance due.**

\* Please pay particular attention to the details in item number 5 on page one. The certified list of property owners must be prepared by a title insurance company. Please provide a cover letter from the title insurance company verifying that said list was prepared by them.



Procedure:

Upon receiving the aforementioned documents, the Clerk of Council will forward Petition for Zoning Change and supporting documents to the City Engineer, who will ascertain that the legal description provided is accurate. Documents will then be forward to the Law Department for preparation of an ordinance proposing to change the zoning of the property.

The Clerk of Council will assign an ordinance number and place the ordinance on a council meeting agenda. At the initial meeting, the ordinance will be placed on first reading and referred to the Planning Commission for its report and recommendation on the proposed zoning change. The ordinance is also referred to the Council's Planning, Zoning and Engineering Committee.

After Planning Commission considers the Ordinance and submits its report and recommendation thereon back to Council, the Clerk will place the ordinance on the next Council agenda for a second reading and will schedule a public hearing date for the ordinance. The public hearing must be advertised for two consecutive weeks in a newspaper of general circulation in the city, the first of such advertisements to be published not less than thirty (30) days prior to the scheduled public hearing date. The Council Clerk will publish the advertisement.

The public hearing will take place at a regular council meeting. The petitioner should be present at the public hearing in order to explain the proposal to rezone and answer any questions put forth by the Council and/or the general public. Generally, so that Council members have an opportunity to digest and weigh any comments made during a public hearing, it is Council's policy to not vote on the proposed zoning change on the same evening that it is publicly heard. The chairman of Council's Planning, Zoning and Engineering Committee will determine when the legislation will go before Council for a vote\*\*\* on the proposed zoning change.

\*\*\* Note: In accordance with the provisions of the City Charter, Article VIII, Section 5, and Article VIII, Section 6(a), any application for zoning or rezoning of land TO Shopping Center use, OR any petition to change the zoning classification FROM R1-75 or R1-100 TO ANY OTHER CLASSIFICATION must go before the electors of the City of Strongsville for a vote.

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Schedule of Meetings of Council and Planning Commission:

**City Council** meets on the first and third Monday of each month at 8:00 p.m. in the Council Chambers, with the exception of the month of August when Council is in recess. If the first or third Monday of any month is a nationally observed holiday, the Council meets the following day at 8:00 p.m. in Council Chambers.

*Contact Leslie Seefried, Clerk of Council, or Aimee Pientka, Council Office Assistant, for further information regarding rezoning applications and/or Council Meetings. Council Office Phone: (440) 580-3110.*

*Email: [leslie.seefried@strongsville.org](mailto:leslie.seefried@strongsville.org)  
[aimee.pientka@strongsville.org](mailto:aimee.pientka@strongsville.org)*

**Planning Commission** meets the second and fourth Thursday of each month at 8:00 p.m. in Council Chamber.

*Contact Carol Oprea, Planning Commission Secretary, for further information regarding Planning Commission. Phone: (440) 580-3166.*

*Email: [carol.oprea@strongsville.org](mailto:carol.oprea@strongsville.org)*

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