

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 1226.06 for all subdivisions involving six (6) or more sublots, you are required to comply with Zoning Code Section 1226.06 (Copy attached) and (10) 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.

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 residential, 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 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.

**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 1 set of drainage calculations and improvement plans to Lori Daley, Asst. City Engineer three 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 this 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 Kristi Onofre at 440-580-3166.

PLANNING COMMISSION APPLICATION
City of Strongsville

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

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 _____

Property Owner's Name: _____

Property Owner's Signature: _____

Permanent Parcel No. _____ Zoning Classification: _____

Description of Request:

ACKNOWLEDGMENT AND WAIVER

I, _____ hereby knowingly waive the time requirements set forth in the Ohio Revised Code for the review of materials and /or applications submitted to the Strongsville Planning Commission. I hereby acknowledge the time requirements for the review of materials and/or applications as set forth in the Strongsville Codified Ordinances, and agree to follow the process set forth in the Codified Ordinances of the City of Strongsville.

Date: _____

Applicant

PLANNING COMMISSION APPLICATION
City of Strongsville

TAX SPLIT MAP

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: _____

Property Owner's Name: _____

Property Owner's Signature: _____

Permanent Parcel No. _____ Zoning Classification: _____

Description of Request:

ACKNOWLEDGMENT AND WAIVER

I, _____ hereby knowingly waive the time requirements set forth in the Ohio Revised Code for the review of materials and /or applications submitted to the Strongsville Planning Commission. I hereby acknowledge the time requirements for the review of materials and/or applications as set forth in the Strongsville Codified Ordinances, and agree to follow the process set forth in the Codified Ordinances of the City of Strongsville.

Date: _____

Applicant
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) _____

[illegible]

to comply with all the terms and conditions therein.

Dated: _____ (Signature)

Single-Family Detached and Cluster Development (R1-75 and R1-100 Districts)

[1253.01](#) Intent.

[1253.02](#) Definitions.

[1253.03](#) Application and scope.

[1253.04](#) Preliminary development plan.

[1253.05](#) Preliminary development plan; Referral for review and report.

[1253.06](#) Preliminary development plan; Commission action.

[1253.07](#) Final subdivision plan.

[1253.08](#) Final subdivision plan; Commission action.

[1253.09](#) Cluster area design and approval.

[1253.10](#) Permitted buildings and uses.

[1253.11](#) Land planning criteria.

[1253.12](#) Cluster area improvements.

[1253.13](#) Annexation to single family detached and cluster development area.

1253.01 INTENT.

In order to encourage greater attractiveness, flexibility and utilization of space to obtain a more desirable environment than may be possible through the strict application of minimum requirements of the R1-75 and R1-100 Districts, contiguous one-family dwellings may be clustered in accordance with the regulations of this section on land zoned in a R1-75 and R1-100 District to permit the flexible spacing of lots and buildings in order encourage:

- (a) The creation of functional and interesting residential areas;
- (b) The provision of readily accessible recreation areas and open spaces;
- (c) The conservation of the natural amenities of the landscape; and
- (d) The separation of pedestrian and vehicular circulation.

(Ord. 2012-085. Passed 9-17-12.)

1253.02 DEFINITIONS.

(a) The terms "detached single-family unit", "detached single-family dwelling", and "detached single-family portion of the development area" as used in this Chapter refer to that part of the development area designed and intended for the construction of single-family dwelling units to be located upon separate individual lots.

(b) The terms "cluster area", "cluster use", "cluster dwelling", and "cluster portion of the development area" as used in this Chapter refer to that part of the development area designed and intended for the construction of single-family dwelling units in a unified and harmonious arrangement as reflected on a plan indicating all dwelling units within a specific portion of the development area.

(Ord. 2012-085. Passed 9-17-12.)

1253.03 APPLICATION AND SCOPE.

The provisions of this Chapter shall apply whenever an owner or developer elects to submit plans in accordance with its provisions and whenever the Planning Commission

finds and determines that the application of the planning standards and regulations of this Chapter are required in order to:

- (a) To preserve and protect natural features and environmental conditions of a land area proposed to be developed;
- (b) To meet the open space and recreational needs of the future residents;
- (c) To provide for the safety of those utilizing pedestrian and vehicular circulation routes in and near a land area proposed to be developed through the separation of pedestrian circulation from vehicular circulation routes which for any reason present an above average risk to pedestrian traffic; and
- (d) To assure an arrangement and placement of improvements and/or dwelling units on the land which will be functional and serviceable in all respects; and the Planning Commission further finds and determines that the application of the planning standards and regulations of this Chapter will not significantly impact the use of the land area proposed to be developed when considered as a whole for the purposes and to the extent permitted under this Zoning Code.

(Ord. 2012-085. Passed 9-17-12.)

1253.04 PRELIMINARY DEVELOPMENT PLAN.

An owner or developer shall submit to the Planning Commission a preliminary development plan of a single-family detached and cluster development by filing fourteen copies thereof with the Commission. The preliminary plan shall include:

- (a) Topography, at two-foot contour intervals, of the proposed development area, including property lines, easements, street rights of way and structures, trees and landscape features existing thereon, together with a certificate, by a registered engineer or surveyor, of the gross area of the development in acres and square feet;
- (b) The proposed vehicular and pedestrian traffic patterns, including the proposed location of public and private streets and the location of off-street parking and service areas;
- (c) The proposed assignment of use, including detached single-family lots and single-family cluster areas, and subdivisions of all land, including private land and common land, with a certificate by a registered engineer or surveyor of the gross area of each use of the development area in acres and square feet;
- (d) The proposed forms of covenants running with the land, deed restrictions (including those with respect to the use of the common land), restrictions or easements proposed to be recorded and covenants proposed for maintenance, homeowner's association bylaws; and
- (e) Such other relevant information as the Commission may require.

(Ord. 2012-085. Passed 9-17-12.)

1253.05 PRELIMINARY DEVELOPMENT PLAN; REFERRAL FOR REVIEW AND REPORT.

(a) The Commission shall transmit a copy of the preliminary plan to the City Engineer, the Fire Prevention Officer and City Planner for their review, report and recommendation.

(b) A copy of all covenants, restrictions and easements to be recorded and covenants for maintenance of common areas shall be submitted to the Law Director for his review and recommendation.

(Ord. 2012-085. Passed 9-17-12.)

1253.06 PRELIMINARY DEVELOPMENT PLAN; COMMISSION ACTION.

The Commission shall evaluate the preliminary plan and reports listed above and shall make a finding that the preliminary plan complies with the regulations, standards and criteria prescribed by this Zoning Code for a single-family detached and cluster development, or a finding of any failure of such compliance and shall act to approve, disapprove or modify such preliminary plan.

(Ord. 2012-085. Passed 9-17-12.)

1253.07 FINAL SUBDIVISION PLAN.

The developer of any parcel of land for which a preliminary development plan has been approved by the Commission may prepare and submit a final subdivision plan of the single-family detached and cluster development. The final subdivision plan shall contain and be accompanied by the following:

(a) A plat of the development area showing the street right of way, subdivided and common land, areas reserved for single-family cluster use, and easements, in accordance with the requirements of the Subdivision Regulations, which shall be in form for recording;

(b) Detailed plans and specifications for all streets, sidewalks, storm and sanitary sewers, water mains, street illumination, grading and all other site features of the development area or that portion of the development area to be developed, designed in accordance with the Subdivision Regulations and other applicable laws and regulations;

(c) A detailed landscape plan showing all existing site features to remain, recreation facilities and the landscape treatment of all common open space areas within the development area; and

(d) The final form of covenants running with the land, deed restrictions (including the use of common land), covenants, restrictions or easements to be recorded, declaration of covenants, restrictions of a homeowner's association and its articles of incorporation, declaration of condominium ownership and other covenants, if any, for maintenance.

(Ord. 2012-085. Passed 9-17-12.)

1253.08 FINAL SUBDIVISION PLAN; COMMISSION ACTION.

(a) If the Commission finds that the final subdivision plan of the single-family detached and cluster development is in substantial compliance with and represents a detailed expansion of the approved preliminary plan, that it complies with all of the conditions which may have been imposed in the approval of such preliminary plan, that

all agreements, contracts, deed restrictions, dedications, declarations of ownership and other required documents are in acceptable form and have been executed, that all fees have been provided and all payments made, and that the applicable provisions of the Subdivision Regulations have been complied with and certified by the City Engineer, the Commission shall then approve such final subdivision plan of single-family detached and cluster development.

(b) Following approval of the final subdivision plan by the Planning Commission, it shall be referred to Council for its review and approval in accordance with the Subdivision Regulations.

(Ord. 2012-085. Passed 9-17-12.)

1253.09 CLUSTER AREA DESIGN AND APPROVAL.

(a) The developer of any parcel of land previously approved for cluster single-family use in a single-family detached and cluster development shall prepare a detailed site plan of the cluster area proposed for development.

The site plan of each cluster single-family area shall include the following:
The number, location, arrangement and architectural design of all dwelling units;
The building envelope within which all cluster units will be placed in compliance with the building setbacks and spacing requirements of this Chapter;
The proposed use of all private and common land;
The location and arrangement of all dedicated and private vehicular and pedestrian access ways;
The number and arrangement of all open parking and service areas;
The location of all utilities; and
The landscape treatment for the dwelling units and open spaces within the cluster area.

(b) The cluster site plan shall be transmitted to the City Engineer, Fire Prevention Officer, City Planner and Architectural Review Board for their review, report and recommendation.

(c) A copy of all covenants, restrictions and easements to be recorded and covenants for maintenance of common areas shall be submitted to the Law Director for his approval.

(d) The Commission shall evaluate the reports of the Engineer, Fire Prevention Officer, City Planner, Law Director and Architectural Review Board and shall act to approve, disapprove or modify the cluster area site plan.

(Ord. 2012-085. Passed 9-17-12.)

1253.10 PERMITTED BUILDINGS AND USES.

Buildings and land shall be used and buildings shall be erected, altered, moved and maintained in a single-family detached and cluster development only in accordance with the following:

(a) Main Buildings and Uses.
One-family detached and cluster dwellings; and

Common open space, recreation areas and public facilities.

(b) Accessory Buildings and Uses.

A private garage attached to or located in a one-family dwelling; open parking areas; Gardens, fences, walls, pools and other recreation facilities on private and common land; and

Wireless telecommunication facilities may be permitted along certain interstate highways provided a conditional use permit is granted in accordance with the standards set forth in C.O. Section [1242.07](#) and in accordance with the provisions of C.O. Chapter [1273](#).

(Ord. 2012-085. Passed 9-17-12.)

1253.11 LAND PLANNING CRITERIA.

The following planning criteria are established to guide and control the planning, development and use of land in a single-family detached and cluster development.

(a) Area and Density Regulations.

Development area. The minimum area to qualify for single-family detached and cluster development shall be not less than twenty-five contiguous acres. The Commission may, however, allow areas of less than twenty-five acres if it finds and determines that the single-family detached and cluster development as proposed can adequately meet the intent of this Chapter.

Development area density. The residential density of the entire development area shall not exceed 2.60 dwelling units per acre on land zoned R1-75 and 2.0 dwelling units per acre on land zoned R1-100.

Required open space. In any single family detached and cluster development, the total public or common open space area shall be not less than twenty percent (20%) of the gross acreage of the entire development area.

(b) Building Arrangement and Dwelling Unit Size. The design criteria set forth in this section are intended to provide considerable latitude and freedom to encourage variety in the arrangement of the bulk and shape of buildings, open space and landscape features. The dwellings may be arranged in various groups, courts, sequences or clusters with open spaces organized and related to the dwellings so as to provide privacy and to form a unified composition of buildings and space. Although latitude in design is provided and encouraged, the following design conditions shall be met:

Single family attached dwellings. Not more than four single-family dwellings may be attached in any group.

Distribution of cluster single-family dwellings. Not more than thirty-five percent (35%) of the total allowable dwelling units within any single family detached and cluster development may be allocated to cluster dwellings.

Cluster area building spacing. Dwelling units in an approved cluster area shall be set back not less than fifteen feet from any common open space area controlled by the overall homeowner's association and thirty-five feet from a detached single-family side

and rear property line. The minimum side separation of adjacent dwelling units shall be ten feet. The minimum rear yard spacing or separation of adjacent units shall be not less than fifty feet. The Commission may, however, allow lesser distances if it determines that the intent of these regulations will be met.

Dwelling unit size. The minimum area of any single-family dwelling shall be not less than that established in Section [1252.22](#).

(c) **Yard and Height Regulations.**

Lot area. The minimum lot area for each dwelling unit in the detached single-family portion of the development area shall be not less than 12,750 square feet on land zoned R1-75 and 17,000 square feet on land zoned R1-100.

Lot width. Dwelling units in the detached single-family portion of the development area shall have a minimum lot width of seventy-five feet measured at the building line on land zoned R1-75 and 100 feet on land zoned R1-100. In the detached single-family portion of the development area, corner lots shall have a minimum lot width of not less than ninety feet and 100 feet respectively on land zoned R1-75 and R1-100.

Front yard depth. The front yard depth for each dwelling unit in the detached single-family portion of the development area shall comply with Section [1252.05](#). The front yard depth for each dwelling unit within any cluster single-family portion of the development area shall be no less than twenty feet measured from the nearest edge of street or sidewalk pavement.

Side yard and building spacing. In the detached single-family portion of the development area, side yard width and separation between adjacent dwellings shall be as follows:

Each dwelling shall have a minimum side yard depth of not less than ten feet and the minimum separation between adjacent dwellings shall not be less than twenty feet.

Rear yard. The rear yard depth for dwellings in the detached single-family portion of the development area shall not be less than fifty feet.

Yards for accessory buildings and uses. Yards for accessory buildings and uses shall be in accordance with the provisions of Section [1252.15](#).

Height. The height of any single-family dwelling at the front facade shall not exceed two stories.

(d) **Access and Vehicular Circulation.** Each cluster area of single-family dwelling units shall be served by a dedicated street. However, individual dwelling units within such cluster need not so abut provided that:

Each dwelling unit is accessible by means of a private drive, to service and emergency vehicles in a manner acceptable to the City Engineer and Fire Prevention Officer.

Construction methods, standards and materials for private drives meet accepted engineering practice and are approved by the City Engineer.

The location, design and construction of all utilities on private or common land is approved by the City Engineer.

The preservation and maintenance of all private drives and utilities on private land is assured by firm commitment of the abutting owners through documents recorded in the office of the Cuyahoga County Recorder or in such other form as is approved by the Director of Law. Each dwelling unit in the detached single-family portion of the development area shall abut upon a dedicated street.

(e) **Parking.** Parking in a single-family detached and cluster development shall be in accordance with the requirements set forth in Chapter [1270](#). Two enclosed parking spaces shall be provided for each dwelling unit in a single-family detached and cluster development outside the street right of way or private drive.

Additional guest off-street parking areas may be required by the Commission if it determines that such additional parking is necessary to adequately serve the needs of the cluster area.

(Ord. 2014-172. Passed 12-1-14.)

1253.12 CLUSTER AREA IMPROVEMENTS.

(a) The developer of a cluster area shall submit to the City Engineer for his approval, the detailed design of all improvements of a cluster area, to include the pavement, storm sewers, sanitary sewers, water mains, sidewalks and gas, electric, telephone, cable, or other utility lines. This submission shall conform to the requirements of the City Engineer and Council for plans and specifications with respect to the construction and material standards for all pavement and utility installations within the City.

(b) Utility improvements in a cluster area, if approved by the Planning Commission and City Engineer, need not be installed in a dedicated right of way. In all instances where such improvements are not installed in a dedicated right of way and the operation and maintenance of such utilities are to be performed by the City or other public utility, the owner shall grant permanent easements to the City and/or the appropriate public utility, in a form satisfactory to the Law Department and City Engineer, providing for access to the utilities by the City and/or other utility companies.

(c) All streets in the single-family detached portion of a development area must be offered for the dedication to the City. The Planning Commission may, however permit rights of way and pavement dimensions of less than the minimum requirements set forth in the City's Subdivision Regulations, if approved by the City Engineer and Council. The procedures and requirements for the dedication of streets in a single-family detached and cluster development shall meet all other standards set forth in the Subdivision Regulations.

(Ord. 2012-085. Passed 9-17-12.)

1253.13 ANNEXATION TO SINGLE FAMILY DETACHED AND CLUSTER DEVELOPMENT AREAS.

(a) With Planning Commission approval, the area of an existing Single Family Detached and Cluster Development may be revised to include and annex adjacent land into such Development Area. In such case, if the land to be annexed includes cluster

development, then all the requirements of this Chapter shall be applicable to the annexed land in conjunction with the overall Development Area. If the land to be annexed does not include cluster development but rather is developed for conventional R1-100 or R1-75 single family development, then the developer, with the approval of the Planning Commission, may choose to develop the annexed area:

Pursuant to all of the requirements of this Chapter; or

Pursuant to the requirements of Section [1252.05](#) to the extent that they conflict with the requirements of this Chapter; however, in this case, only, there shall be no common open space requirement for the land being annexed.

(b) In all cases of land being annexed to an existing Single Family Detached and Cluster Development area, the developer shall submit with the application for Planning Commission approval of such Development Area Plan the proposed covenants and restrictions associated with the Development Area Plan therefore showing the amendments and modifications required to include the land being annexed, and, upon such approval, shall be filed for record in the offices of the Cuyahoga County Recorder. (Ord. 2012-085. Passed 9-17-12.)

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.