

CITY OF STRONGSVILLE
PLANNING COMMISSION
GENERAL BUSINESS Buildings
APPLICATION

Submit (10) copies of the Site Plan and PDF File (**folded**) with the **subject name up** submitted 2 weeks prior to a meeting; however, if the project is new construction plans should be submitted a minimum of 3 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 1 sets 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. (See Jennifer Milbrandt for a Copy of those Ordinances).

Planning Commission Application Procedure
GENERAL BUSINESS Development cont'd.
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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 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 Kristi Onofre 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 _____

Property Owner's Name: _____

Property 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 Minimum Standards for Boundary Surveys in the State of Ohio 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
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- 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: _____
