

**CITY OF STRONGSVILLE**  
**PLANNING COMMISSION**  
**APPLICATION**

**PARCEL SPLIT and/or ADJOINMENTS**

Requires a Planning Commission application.

After meeting with City Planner, George Smerigan (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 will be required to submit along with your proposed subdivision plan, a certified list of all property owners of record and their mailing addresses printed on pre-pasted labels certified by a Title Company, with the list dated no more than fifteen (15) days prior to the filing of the application to the Planning Commission. This new Law is effective for all applicable subdivisions submitted after October 15, 2002.**

**Sixteen (16) copies of the Split and/or Adjoinment Plat (18" x 24" minimum size mylar and folded, must be submitted 2 weeks prior to a meeting. After approval and getting all the necessary notarized signatures on the plat, you must bring the plat and new deeds (when applicable) to the Engineering Department for recording with the County. You are responsible for all recording fees and will be required to pay those fees prior to filing.**

If there are no improvements, the split would be considered a "Subdivision" and this should be reflected in the title of the plat. All "Subdivisions" must be confirmed by City Council.

Applications fees will be determined at the time of application.

Should a septic system be needed, a "Feasibility Letter" will be required from the Cuyahoga County Board of Health.

Before any **final approval** the applicant must meet the City Engineer's requirements (see attached checklist).

**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 The Council Chambers located at 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.

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

**PLANNING COMMISSION APPLICATION**  
**City of Strongsville**

**PARCEL SPLIT/CONSOLIDATION**

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:

\_\_\_\_\_  
\_\_\_\_\_

**Site Area:**    Total Sq. Ft. \_\_\_\_\_    Scale Used: \_\_\_\_\_

**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

## PARCEL SPLIT & ADJOINMENT

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### NAMES ON PLAT

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REVIEWED BY:

DATE

- |     | Does  | Does Not |   |
|-----|-------|----------|---|
| 1.  | _____ | _____    | Plat prepared in waterproof ink on tracing cloth or other Material of equal permanence at a scale of not less than 1" = 100'.   |
| 2.  | _____ | _____    | Sheets are 24" x 36".   |
| 3.  | _____ | _____    | Locational description including original township lot no.  |
| 4.  | _____ | _____    | Certification by surveyor or engineer preparing plat,   |
| 5.  | _____ | _____    | Date and scale of plan.   |
| 6.  | _____ | _____    | North point.  |
| 7.  | _____ | _____    | 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. |
| 8.  | _____ | _____    | closure of entire parcel and individual lots.   |
| 9.  | _____ | _____    | Names of adjoining owners or subdivisions by record name, date, volume and page number, permanent parcel number as recorded.  |
| 10. | _____ | _____    | Name and right-of-way width of each street or other right-of-way with centerline data.  |
| 11. | _____ | _____    | Location, dimension, and purpose of any easements.  |

- |           |       |  |
|-----------|-------|--|
| 12. _____ | _____ | Lot and block numbers with lot areas.  |
| 13. _____ | _____ | Purpose for which sites, other than residential lots, are dedicated or reserved.   |
| 14. _____ | _____ | Minimum building setback lines on all lots and other sites in accordance with the City Zoning Code.  |
| 15. _____ | _____ | 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.                     |
| 16. _____ | _____ | Certification of title showing that applicant is the land owner with Notary clause.  |
| 17. _____ | _____ | 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.  |
| 18. _____ | _____ | 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. |
| 19. _____ | _____ | 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.   |
| 20. _____ | _____ | Owner, subdivider, surveyor names and addresses.   |
| 21. _____ | _____ | Previous lot lines in case of replat.  |