



CITY OF MUNROE FALLS

Zoning Department

43 Munroe Falls Avenue, Munroe Falls, Ohio 44262
330-688-7491 phone
330-688-3720 fax
www.munroefalls.com

PLANNING COMMISSION APPLICATION

GENERAL REGULATIONS

The recommendation of the Planning Commission for approval by the City Council is required for new development; new construction (including additions) new business; new signage; lot split or combination; change of use, conditional zoning or rezoning of a property.

DUTIES OF APPLICANT:

1. Submit completed application along with required payment;
2. Supply 10 sets of complete plans or drawings to scale;

It is advised that the Applicant have either a registered surveyor, land planner, professional engineer or architect prepare the site plan. Criteria listed below must be addressed for all site plan review submitted for new development, new building, new addition per §1163.03(c):

- a. Property dimensions
 - a. Building dimensions
 - b. All yard dimensions
 - c. Existing structures on property
 - d. Water lines, storm sewers, sanitary sewers and other utilities
 - e. Proposed landscaping, lighting, signage and trash control
 - f. Detailed parking spaces, drives, sidewalks, curb cuts and public access
 - g. Proposed storm water drainage and control**
 - h. Proposed use
 - i. List all deed restrictions, easements, covenants or plat restrictions
3. Preliminary plans, plats, specifications, a **legal description** including photos or other items pertinent to the request is required for land subdivision/combine, new development, change of use, conditional zoning or rezoning.

It is the requirement of the applicant to contact Summit Soil and Water Conservation (330.929.2871) for storm water plan requirements and Summit County Department of Environmental Services (330.926.2436) for sanitary sewer requirements.

STOP! If any of the requirements listed are not included at the time of submittal, this application will NOT be processed for administrative review, or scheduled to appear on the Agenda for Planning Commission review.



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APPLICANT INFORMATION

Today's Date _____

Applicant Name: _____

Applicant Address: _____

Phone: _____ email (if desired): _____

PROPERTY OWNER INFORMATION you may be required to provide written permission to act on behalf of the property owner

Name of Property Owner : _____

Owners mailing address: _____

Owner phone number: _____ email (if desired): _____

CONTRACTOR INFORMATION

Contractor Name: _____ Contact: _____

Address: _____

Phone number: _____ email (if desired): _____

Fax number: _____

Attach list of subcontractors

ZONING APPROVAL FOR THE FOLLOWING:

PROJECT ADDRESS: _____

TYPE OF WORK: _____

No work shall commence until approved by the Munroe Falls City Council

FOR CITY USE ONLY

After review of the plans, documentation and all pertinent data it is determined that the applicant is seeking Planning Commission recommendation for Council approval and therefore Zoning Permit for site plan review for:

New Development _____

New Construction _____ Residential _____ Commercial _____

Addition _____ Residential _____ Commercial _____

New Business _____ with Signage _____ without signage _____

Signage Only _____ Existing business _____ New business _____

Property Split _____ Parcel Number(s) _____

Property Combine _____ Parcel Number (s) _____

Conditional Use _____ for _____

Change of Use _____ from _____ to _____

Rezoning _____ Old _____ New _____

This application should be accompanied by completed Zoning Permit Application form and/or completed New Business Registration Form and/or completed Sign Permit form as needed.

Certification by Zoning Official or Service Director _____ **(signature)**

Date _____ **PC Meeting date:** _____

Zoning District: _____

FEES: \$163.13

<u>Conditional Zoning</u>	\$ 65.00
<u>Rezoning</u>	\$ 120.00
<u>Land subdivision</u>	\$ 8.00 per acre (min \$100)
<u>All others</u>	\$ 65.00
<u>Site Plan Review Fees</u>	
Residential	\$ 25.00
Accessory	75.00
Alterations to Existing Structures	25.00
Commercial	200.00
<u>Anything Not specifically enumerated</u>	\$ 65.00

TOTAL PAYMENT _____

DATE OF PAYMENT: _____

RECEIPT NUMBER: _____

CLERK SIGNATURE: _____

DATE STAMP

ALL PLANNING COMMISSION APPLICATION FEES ARE DUE AT TIME OF APPLICATION SUBMITAL.

ZONING PERMIT FEES, SIGN PERMIT FEES AND ANY OTHER FEES REQUIRED FOR ADDITIONAL PERMITS ARE DUE AT THE TIME OF COLLECTION OF THE PERMIT.

MEETING

The Planning Commission meetings are held on the fourth Wednesday of every month at 7:00 pm in City Council Chambers (upstairs), City Hall, 43 Munroe Falls Avenue, Munroe Falls, Ohio.

APPLICATION DEADLINE

Application and all plans and any other required documentation required for Planning Commission approval must be delivered to the City Hall no later than the LAST MONDAY of the month in order to be heard at the next month's meeting.

REQUIREMENT TO APPEAR BEFORE PLANNING COMMISSION

The applicant or a representative of the applicant is required to be present for the Planning Commission meeting. Additionally, the engineer and/or architect may also consider attending to answer any possible questions. Other interested members of the public are given the opportunity to address the Commission. If there is opposition, the Applicant is also given time for a rebuttal.

CITY COUNCIL APPROVAL

The Munroe Falls City Charter requires that all decisions made by the Planning Commission be submitted to City Council for approval. After Planning Commission recommendation, legislation is prepared for submission to City Council. City Council meets on the first Tuesday and third Tuesday of every month at 7:00 pm in City Council Chambers (upstairs), City Hall, 43 Munroe Falls Avenue, Munroe Falls Ohio.

From the time a matter has received Planning Commission approval, an additional 4 to 8 weeks may be needed to obtain Council approval.

DENIAL

If the application is denied by the City Council, substantially the same application cannot be considered within one year of denial. Notice would be sent to the applicant regarding denial procedures.