

City of Parma, Ohio

Building Department &
Engineering Department
6611 Ridge Road
Parma, Ohio 44129
Phone: 440-885-8030
Fax: 440-885-8039



Board & Commission Meeting Application

Planning Commission,
Board of Zoning Appeals &
Board of Building Appeals

THE ENTIRE APPLICATION MUST BE FILLED OUT COMPLETELY IN ORDER TO BE PLACED ON AN AGENDA.

THIS REQUEST IS BEING MADE FOR A HEARING BEFORE THE:

_____ Planning Commission	_____ Application Fee (see instructions)
_____ Board of Zoning Appeals	_____ Application Fee (see instructions)
_____ Board of Building Appeals	_____ Application Fee (see instructions)

FOR OFFICE USE ONLY

_____ Date Received

_____ Meeting Date Assigned

_____ Identification Number Assigned

THIS REQUEST IS BEING MADE FOR THE FOLLOWING PROPERTY:

_____ Street Number, Street Name, Tenant Space (if applicable) and Postal Code

_____ Permanent Parcel Number (This can be obtained from the County Auditor's office or website.)	_____ Zoning District (This can be obtained from the City of Parma Engineering Office)	_____ Ward & Councilperson (This can be obtained from the City of Parma Council Office)
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PROPERTY OWNER:

_____ Name of responsible party and company name

_____ Street Number, Street Name, Tenant Space and Postal Code

_____ Telephone	_____ Fax	_____ Electronic Mail Address (Email)
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TENANT / OCCUPANT (IF APPLICABLE):

_____ Name of responsible party and company name

_____ Street Number, Street Name, Tenant Space and Postal Code

_____ Telephone	_____ Fax	_____ Electronic Mail Address (Email)
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THIS REQUEST IS BEING MADE BY THE FOLLOWING RESPONSIBLE PARTY (APPLICANT/AGENT/CONTACT):

_____ Name of responsible party and company name

_____ Street Number, Street Name, Tenant Space and Postal Code

_____ Telephone	_____ Fax	_____ Electronic Mail Address (Email)
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IMPORTANT: BOARD APPROVAL DOES NOT CONSTITUTE APPROVAL TO PROCEED WITH THE PROJECT. AN APPLICATION FOR PERMIT SHALL BE OBTAINED THROUGH THE BUILDING AND / OR ENGINEERING DEPARTMENTS. ALL FEES AND APPLICATIONS SHALL BE FINALIZED PRIOR TO THE COMMENCEMENT OF WORK.

APPLICATION INSTRUCTIONS FOR THE BOARD OF ZONING APPEALS

1. Applicant obtains a Board & Commission Meeting Application from the Building Department or online and completes all of the required fields in order to appear before the Board of Zoning Appeals. The applicant then submits the completed form and any fees along with six (6) copies of drawings / plans / documents to the Building Department prior to the submission deadline date. The submission is to include sufficient documentation to describe the nature of the request and any backup information describing the hardship.
2. A list of parcel numbers will be compiled by the Building Department or Engineering Department in order to notify adjacent property owners of the requested variance(s). The applicant shall be required to provide postage for these notifications.
3. The application is then processed for the next available meeting. The applicant is notified by the Board of Zoning Appeals Secretary confirming the date and time of the meeting, city comments and the sufficiency of their documentation.
4. All Board of Zoning Appeals variance applicants shall be assessed an advertising fee for the legal notice in the newspaper. This fee shall be paid prior to the variance hearing.
5. **THE OWNER OR OWNER'S AGENT MUST BE PRESENT AT THE MEETING.** Owner or Owner's Agent shall be an individual capable of describing the project and shall have the ability to make decisions regarding the submission. If an Agent is representing the Owner then a document shall be submitted by the Owner at the time of application granting the Agent permission to act upon the Owners behalf. Prior to placement on the Agenda this document shall be reviewed and approved by the Law Department.

BOARD OF ZONING APPEALS FEE SCHEDULE:

Residential Variance Application:	\$50.00
Commercial Variance Application:	\$125.00

APPLICATION INSTRUCTIONS FOR THE BOARD OF BUILDING APPEALS

1. Applicant obtains a Board & Commission Meeting Application from the Building Department or online and completes all of the required fields in order to appear before the Board of Building Appeals. The applicant then submits the completed form and any fees along with six (6) copies of drawings / plans / documents to the Building Department prior to the submission deadline date. The submission is to include sufficient documentation to describe the nature of the request and any backup information describing the hardship.
2. The application is then processed for the next available meeting. The applicant is notified by the Board of Building Appeals Secretary confirming the date and time of the meeting, city comments and the sufficiency of their documentation.
3. **THE OWNER OR OWNER'S AGENT MUST BE PRESENT AT THE MEETING.** Owner or Owner's Agent shall be an individual capable of describing the project and shall have the ability to make decisions regarding the submission. If an Agent is representing the Owner then a document shall be submitted by the Owner at the time of application granting the Agent permission to act upon the Owners behalf. Prior to placement on the Agenda this document shall be reviewed and approved by the Law Department.

BOARD OF BUILDING APPEALS FEE SCHEDULE:

Residential Variance Application:	\$40.00
Commercial Variance Application:	\$150.00

IMPORTANT: BOARD APPROVAL DOES NOT CONSTITUTE APPROVAL TO PROCEED WITH THE PROJECT. AN APPLICATION FOR PERMIT SHALL BE OBTAINED THROUGH THE BUILDING AND / OR ENGINEERING DEPARTMENTS. ALL FEES AND APPLICATIONS SHALL BE FINALIZED PRIOR TO THE COMMENCEMENT OF WORK.

APPLICATION INSTRUCTIONS FOR THE PLANNING COMMISSION

1. Applicant obtains a Board & Commission Meeting Application from the Building Department or online and completes all of the required fields in order to appear before the Planning Commission. The applicant then submits the completed application and any fees along with twelve (12) copies of drawings/plans to the Building Department prior to the submission deadline date. See Planning Commission Drawing Requirements for additional information.
2. The application is then processed for the next available meeting. The applicant is notified by the Planning Commission Secretary confirming the date and time of the meeting and city review comments.
3. **THE OWNER OR OWNER'S AGENT MUST BE PRESENT AT THE MEETING.** Owner or Owner's Agent shall be an individual capable of describing the project and shall have the ability to make decisions regarding the submission. If an Agent is representing the Owner then a document shall be submitted by the Owner at the time of application granting the Agent permission to act upon the Owners behalf. Prior to placement on the Agenda this document shall be reviewed and approved by the Law Department.

PLANNING COMMISSION FEES:

A. Subdivision of property:	
1. Parcel Split or Consolidation (up to and including 5 lots)	\$100.00
2. Parcel Split or Consolidation (over 5 lots)	\$250.00
B. Site plan review:	
1. Residential:	
Single family	\$50.00 per lot
Two family or cluster	\$50.00 per unit
Apartment-townhouse	\$50.00 per unit
Planned unit development	
Single family or two family	\$50.00 per unit or lot
Multifamily	\$50.00 per unit
2. Commercial, industrial or public facility building (new or addition)	
4,000 sq. ft. and less	\$350.00
4,001 sq. ft. to 10,000 sq. ft.	\$550.00
10,001 sq. ft. to 20,000 sq. ft.	\$900.00
20,001 sq. ft. to 50,000 sq. ft.	\$2,000.00
50,001 sq. ft. to 75,000 sq. ft.	\$3,000.00
75,001 sq. ft. or more	\$4,000.00
3. Review of revised plans fro B (1) or (2)	1/2 of initial fee.
4. Cuyahoga Soil and Water Conservation District services for sit	
plan reviews and inspections.	\$350.00 each
Initial review	\$175.00 each
Review of revised plans	\$100.00 each
Field inspection	
C. Rezoning	
Per parcel	\$500.00
D. Conditional use application fee:	
1. Residential District	\$100.00
2. Public Facilities Building	\$150.00
3. Multifamily District	\$200.00
4. Commercial District	\$250.00
5. Industrial District	\$300.00
E. Similar Use determination	\$150.00
F. Wireless - New tower	
Co-location	\$250.00
G. Residential antenna or tower	\$100.00
H. Parking lot expansion	\$200.00
I. Sign application	\$50.00
J. Miscellaneous	\$75.00

PLANNING COMMISSION DRAWING REQUIREMENTS

(The list below is comprehensive. Submit adequate information to conduct review. Insufficient information will result in the project not being placed on the agenda.)

REQUIREMENTS FOR THE DESCRIPTION OF EXISTING CONDITIONS

- _____ Location map indicating nearest intersection(s)
- _____ Project title, address and date on each sheet
- _____ North arrow on each plan sheet
- _____ Drawings are to be of an appropriate scale
- _____ Sheet size shall be appropriately sized to show all elements clearly
- _____ Zoning of the project site and of the adjacent parcels
- _____ Location and grade of building(s) on project site and adjacent sites
- _____ Utilities on project site and adjacent to site
- _____ Sizes of water lines, storm and sanitary sewers
- _____ All site appurtenances / structures (hydrant(s), power / light poles, catch basins, manholes, buildings, fences, etc.)
- _____ Existing paving (roads, aprons, curb cuts, sidewalks, etc.)
- _____ Topography at contour intervals of no more than two feet
- _____ Centerline elevations of adjacent street(s) and bench mark(s)
- _____ Bearings and distances of property lines
- _____ Lot area calculations
- _____ Adjacent property ownership
- _____ Existing easements
- _____ Legend(s) for all elements, symbols, systems, etc. used on drawings
- _____ Any additional information may be required by the Building and Engineering Departments
- _____ Color photographs

REQUIREMENTS FOR THE DESCRIPTION OF PROPOSED CONDITIONS

- _____ Location map indicating nearest intersection(s)
- _____ Project title, address and date on each sheet
- _____ North arrow on each plan sheet
- _____ Drawings are to be of an appropriate scale
- _____ Sheet size shall be appropriately sized to show all elements clearly
- _____ Location, type, use and dimensions of all structures (buildings, signs, fences, dumpster enclosures, etc.)
- _____ Finished floor and yard grades
- _____ Calculations for required parking spaces and a statement explaining the process of calculation (gross sf vs. net sf)
- _____ Parking spaces and aisles, including typical dimensions
- _____ Loading spaces and aisles, including typical dimensions
- _____ Concrete curb or precast concrete barriers at pavement perimeter
- _____ Sidewalks and yardwalks
- _____ Paving specifications, including concrete aprons, no curb in apron
- _____ Site lighting plan and photometric plan
- _____ Floor plan(s)
- _____ Elevations
- _____ Landscape plan and landscape schedules
- _____ Proposed storm sewer, sanitary sewer, and water lines
- _____ All appropriate site details and classification of materials
- _____ Drainage calculations
- _____ Color rendering

REQUIREMENTS CONTINUE ON THE NEXT SHEET

PLANNING COMMISSION DRAWING REQUIREMENTS (CONTINUED)

REQUIREMENTS FOR THE DESCRIPTION OF PROPOSED CONDITIONS (CONTINUED)

- _____ Retention basin with calculations
- _____ Erosion control plan
- _____ Soil survey and stabilization report
- _____ Proposed final topography at contour intervals of no more than two feet
- _____ Proposed easements
- _____ Legend(s) for all elements, symbols, systems, etc. used on drawings
- _____ Label all elements on all of the drawings
- _____ Percentage of lot coverage
- _____ A professional analysis of traffic impact
- _____ A professional analysis of infrastructure (e.g. storm, water, sanitary, geotechnical, etc.)
- _____ Additional information may be required by the Building and Engineering Departments