



**COMMUNITY DEVELOPMENT DEPARTMENT**

150 AVON BELDEN ROAD · AVON LAKE, OHIO 44012 · Telephone: (440) 930-4167

# Planning Commission Application

Name of Applicant (Individual or Entity)	
Project Address	
Zoning Classification	
Permanent Parcel Number(s)	
Present Use of the Property	
Check the Planning Commission Approval(s) that you are seeking:	
<input type="checkbox"/> Zoning Map Amendment*	<input type="checkbox"/> Site Plan with Conditional Use
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Site Plan with Alternative Equivalency Review (attach separate application)
<input type="checkbox"/> Minor Subdivision**	<input type="checkbox"/> Code Text Amendment (For Administration Use only)
<input type="checkbox"/> Major Subdivision	
<input type="checkbox"/> Site Plan	
<p>* <b>Zoning Map Amendment</b> requires: a completed application, proof of ownership; executive summary, and a drawing or architect's rendering that accurately and sufficiently demonstrates how the proposed project shall ultimately appear.</p> <p>**<b>Minor Subdivision</b> requires: a completed application, a deed or other instrument of conveyance in compliance containing an accurate and current legal description based on a boundary survey, of each proposed new lot, and an executive summary. If the minor subdivision involves the transfer of land area from one lot to an adjacent lot, both property owners shall be required to authorize the application.</p>	
Applicant Signature	Date
Address	
Phone	Email



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# Submission Instructions for Planning Commission Application

The types of projects with applicable fee listed below are subject to this checklist. Prior to filling out an application, the applicant will have a pre-application meeting with the Development Review Committee. For questions, call the Community Development Department (440) 930-4167.

- Conditional Use (\$300)
- Major Subdivision Preliminary Plat (\$200)
- Major Subdivision Final Plat (\$200)
- Site Plan (\$200)
- Site Plan with Conditional Use (\$500)
- Site Plan with Alternative Equivalency Review (two-part application) (\$TBD)
- MUO Development Plan (\$TBD)
- RPD Development Plan (\$TBD)
- Major PUD or RPD Modification (\$TBD)

## Required items – with applicable fees – due at initial submittal.

- Completed application form with all appropriate signatures** (Appropriate signatures include property owner or agent with an authorization letter signed by the owner. If there is more than one owner, provide written documentation that all property owners wish to proceed).
- Proof of ownership** (i.e., a deed or other instrument of conveyance in compliance containing an accurate and current legal description based on a boundary survey).
- Submit eight sets (11" x 17") and one set (24" x 36") of all documentation for review; and one digital copy submitted on a USB drive or via email to [klarosa@avonlake.org](mailto:klarosa@avonlake.org).
- Executive Summary** that includes the history of the property owner and/or its organization and provides an overview of the proposed operation in sufficient detail to fully convey the need, the nature, and the extent of the proposed use. The executive summary will outline how the plans, designs and objectives relate to the elements of the Sustainability Master Plan found in the Comprehensive Land Use Plan.
- A **drawing** or architect's rendering that accurately and sufficiently demonstrates how construction of the proposed project shall ultimately appear.
- Site Plan** prepared by a qualified professional and drawn to an appropriate scale and includes:
  - A **vicinity map** indicating the location of the site in relation to the immediate area of the city.
  - The **zoning classification** of all adjacent properties.
  - The **permanent parcel numbers** of the project area.
  - The **total area** to be developed with dimensions.
  - Existing **property lines and easements**
  - **Building dimensions** and front, rear, and side yard setbacks
  - **Existing Conditions** including the location of all buildings and structures; parking and driveways, including for properties extending 300 feet beyond all property lines; fire hydrants and fire department connection; lighting; driveways; sidewalks and sidewalk connections; walls and fences; topography; abutting street rights-of-way; railroads; loading and unloading areas; watercourses; and off-street parking areas.

- The location and dimensions of all public utility easements and private utility easements (electric, telephone, CATV and gas) and the proposed location of the electric, telephone, CATV and gas lines.
- Meet parking requirements in Chapter 1234 and label parking space dimensions and square footage of existing, proposed, or total parking area(s).
- Meet Location, design, and type of all signs in Chapter 1236.
- Other topographic features within the property or immediately adjacent
- Semitrucks, emergency vehicles, and other large vehicle turning movements.

- Building Elevation Plan** (label elevations as north, south, east, and west).
- Utility Plan** that illustrates the location of existing utility services to the construction site, describes how they will be protected during construction and establishes how the new building will connect to existing utilities.
- Landscape plan** indicating the location, dimensions, and arrangement of all areas devoted to lawns, trees, and shrubs. The plan shall include types of plantings listed by common and biological names; the number of each type; plant spacing and size at planting and buffering.
- Photometric Plan** indicating the location and arrangement of all exterior lighting fixtures and their foot-candles light levels up to the property boundary lines and across the site's frontage.
- Storm Water Pollution Prevention Plan** with a list of the best management practices utilized. (i.e., Stormwater Management Calculations Report, Drainage area map and Wetland Permit if applicable).
- Traffic Impact Analysis** that includes a description of the expected traffic pattern as it affects the existing city thoroughfares. Analysis should include describing proposed treatment or control of any excess traffic impacts, noise, glare, air, or water pollutants. See Chapter 1234.22 (b) for applicability to your project.
- Hazardous Material Plan**, if applicable, for the handling or storage of any hazardous gases, liquids, or other materials.
- Fuel Plans**, if applicable, for the fuel types to be used and the smoke or gas control devices provided.
- Any **additional information** deemed necessary by the City's staff or Planning Commission to determine whether the project is satisfactory relative to all aspects of the City's requirements.
- A request to waive submission** for any required documentation must be in writing and include language that explains the reason for its omission.
- For **Conditional Uses** only, provide a list of property owners and their mailing address within 300 feet of the boundaries of the proposed site(s) as shown upon the current records of the County Recorder.

After submittal, the eight sets of plans are distributed to the Development Review Committee (DRC). The DRC has 10 working days to review and comment. If any revisions or additional information is needed, the applicant will revise and resubmit eight sets of all documentation which will go through the administrative review process again. Each time an applicant goes through administrative review, it will take approximately 10 working days to complete the review.