

SITE PLAN SUBMISSION REQUIREMENTS

Submit Planning Commission Agenda Application with fee.

(\$175.00 fee for site plan; \$200.00 fee for conditional use; \$50.00 fee for sign)

Submit proof of ownership.

Submit 8 sets of all documentation required by Chapter 1217.03(c)(1) through (16) to Planning Commission Secretary.

Site Plan to be drawn by professional engineer.

***Plans and narrative to show all requirements of 1217.03(c)(1) through (16).

***It is very imperative to the processing of the application request that all items under 1217.03(c)(1) through (16) are addressed.

Address Chapter 1264 parking requirements; label parking space typical dimensions of 9' x 18'; label square footage of existing, proposed and total parking areas.

Show building dimensions and front, rear and side yard setbacks.

If signage is proposed, it is to be addressed per Chapter 1217.06 and 1262.

Submit rendering and Building Elevations labeled as North, South, East, West.

Submit narrative addressing Chapter 1217.03(c)(1) through (16).

Address narrative to/or any questions to:

Planning Commission Secretary
City of Avon Lake, Ohio
750 Avon Belden Road
Avon Lake, Ohio 44012
(440) 930-4110

The 8 sets of plans will be routed through “administrative review.” Departments have ten working days to review and comment. If any revisions or additional information is needed to the documentation initially submitted, the applicant will need to revise and resubmit 8 sets of all documentation which will be routed through the “administrative review” process again. Each time an application goes through administrative review, it will take approximately ten working days.

Once the plans/maps/documentation are all in order and satisfactory to departments, the applicant will be notified to submit 14 copies of all final documentation for placement on the Planning Commission Agenda.

Planning Commission meets the first Tuesday of every month at 7:30 p.m. in the Council Chambers of City Hall.

By: Planning Commission Secretary

Attached: Planning Commission Agenda Application
 Rules & Regulations of Avon Lake Planning Commission
 Chapter 1217.03 Site Plan Review
 Chapter 1240 Single Family Residential District Regulations
 or
 Chapter 1242 Multiple Family Residential District Regulations
 or
 Chapter 1244 Business District Regulations
 or
 Chapter 1246 Industrial District Regulations
 and/or
 Chapter 1262 Signs
 Chapter 1264 Parking