

CITY OF BEREA

MUNICIPAL PLANNING COMMISSION 2018 SCHEDULE

| Submittal Deadline | Meeting Date |
|---------------------------|---------------------|
| December 15, 2017 | January 4, 2018 |
| December 29, 2017 | January 18, 2018 |
| January 12, 2018 | February 1, 2018 |
| January 25, 2018 | February 15, 2018 |
| February 9, 2018 | March 1, 2018 |
| February 23, 2018 | March 15, 2018 |
| March 16, 2018 | April 5, 2018 |
| March 30, 2018 | April 19, 2018 |
| April 13, 2018 | May 3, 2018 |
| April 27, 2018 | May 17, 2018 |
| May 18, 2018 | June 7, 2018 |
| June 1, 2018 | June 21, 2018 |
| June 15, 2018 | July 5, 2018 |
| June 29, 2018 | July 19, 2018 |
| July 13, 2018 | August 2, 2018 |
| July 27, 2018 | August 16, 2018 |
| August 17, 2018 | September 6, 2018 |
| August 31, 2018 | September 20, 2018 |
| September 14, 2018 | October 4, 2018 |
| September 28, 2018 | October 18, 2018 |
| October 12, 2018 | November 1, 2018 |
| October 26, 2018 | November 15, 2018 |
| November 16, 2018 | December 6, 2018 |
| November 30, 2018 | December 20, 2018 |

CITY OF BEREA

APPLICATION FOR HEARING BEFORE MUNICIPAL PLANNING COMMISSION

Reason for Appearance before Planning Commission:

- | | | |
|--|--|---|
| <input type="checkbox"/> Simple Lot Split / | <input type="checkbox"/> Consolidation | <input type="checkbox"/> Appeal/Reconsideration |
| <input type="checkbox"/> Razing (Demolition) | | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Variance | | <input type="checkbox"/> Commercial Addition |
| <input type="checkbox"/> Conditional Use | | <input type="checkbox"/> Commercial Building |
| <input type="checkbox"/> Occupancy | | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Driveway Widening | | <input type="checkbox"/> Other _____ |

Applicant's Information:

| | |
|--------------------|----------------------------|
| Name _____ | Email _____ |
| Address _____ | |
| Phone _____ | Fax _____ |
| Site Address _____ | Permanent Parcel No. _____ |

Owner's Information (if different from above):

| | |
|---------------|-------------|
| Name _____ | Email _____ |
| Address _____ | |
| Phone _____ | Fax _____ |

Agent's information (if applicable):

| | |
|----------------|-------------|
| Name _____ | Email _____ |
| Address: _____ | |
| Phone _____ | Fax _____ |

****A copy of the meeting agenda will be sent to each email address provided.***

MUNICIPAL PLANNING COMMISSION

APPLICATION FOR SIGN PERMIT

1) Business's Information

| |
|---|
| Business Name _____ |
| Address _____ |
| Telephone Number _____ Fax Number _____ |

2) Owner's Information

| |
|---|
| Owner's Name _____ |
| Address _____ |
| Telephone Number _____ Fax Number _____ |
| Email Address _____ |

3) Sign Contractor's Information

| |
|---|
| Contractor and Company Name _____ |
| Address _____ |
| Telephone Number _____ Fax Number _____ |
| Email Address _____ |

PLEASE REFER TO THE CITY'S SIGN STANDARDS, AS DEFINED IN ZONING CODE CHAPTER 303

Linear Frontage of Building _____

(If on a corner, please show a separate linear footage for each side that faces a public street)

Sign Dimensions _____

(Please show height from grade)

Square Footage of total surface area _____

(If the sign has multiple faces, please indicate square footage of each face)

If the sign is composed of individual letters, please state height of letters _____

Sign materials: _____

Sign mounting details: _____

Landscape plan: _____

Method of Illumination: _____ Estimated Cost: _____

Signature of Applicant

Date

MUNICIPAL PLANNING COMMISSION

SUBMITTAL GUIDELINES FOR SIGNAGE

If any of these requirements are NOT met by the submittal deadline, you may be removed from the meeting agenda.

- 1) **SUBMITTAL DEADLINES:** Please review the Municipal Planning Commission schedule. Materials must be received in the correct format and by the submittal deadline, or they will not be added to the corresponding meeting agenda.
- 2) **SUBMITTAL PACKET:** All Submittal Packets must include the **Application for Hearing, Application for Sign Permit, Letter of Intent/Hardship** and a signed copy of this **Submittal Guidelines sheet** (*see signature line below*). Packets may also include some or all of the following: Site Plan, Elevations, Photographs and Color/Material Samples, all of which are explained in greater detail below.
- 3) **NUMBER OF COPIES:** 13 copies of the complete submittal packet, along with the appropriate fee, are required by the submittal deadline.
- 4) **LETTER OF INTENT/HARDSHIP:** The Letter of Intent must indicate your intentions, and if a Variance is required, a description of your **Practical Difficulties** as defined in Zoning Code Section 104.02. Please be aware that there is a 20 day waiting period after approval of a variance before a permit can be issued.
- 5) **SITE PLAN:** The site plan must detail the desired placement and position of the Sign.
- 6) **DRAWINGS:** We ask that you submit color photos and/or renderings of the proposed Sign, complete with all necessary measurements.
- 7) **COLOR & MATERIAL SAMPLES:** Color and material samples are required, but may be brought to the meeting.
- 8) **LANDSCAPE PLAN:** Ground mounted signs must include a detailed landscape plan, complete with the name and number of each type of planting. Landscaping requirements can be found in Section 303.19 of the Zoning Code.
- 9) **PHOTOGRAPHS:** Photographs of the site and neighboring properties are encouraged for every application. A minimum of 2 sets can be included with your submittal, or brought to the meeting.
- 10) **FEES:** Fees must be paid by either cash or check. **The application fee is separate from the permit fee.**
- 11) **MEETING REPRESENTATION:** The applicant, owner, agent or designated representative is required to be present at the Planning Commission meeting. If no one is present, the application will be tabled.
- 12) **PLEASE NOTE:** Pole signs are **NOT** permitted in the City of Berea.

**Please sign below to acknowledge that you have reviewed the submittal guidelines listed above.*

Signature of Applicant, Owner or Agent

Date

BEREA MUNICIPAL PLANNING COMMISSION

REVIEW FEES

1) Residential: One, two, and three family dwellings

| | | |
|----|--------------------------------|-------------|
| A. | Subdivision | \$35.00/lot |
| B. | Variance | \$50.00 |
| C. | Conditional Use | \$100.00 |
| D. | Planned Unit Development | \$100.00 |
| E. | Other Residential Applications | \$35.00 |

2) All other buildings

| | | |
|----|--------------------------------------|----------|
| A. | Variance | \$75.00 |
| B. | Conditional Use | \$150.00 |
| C. | Planned Unit Development | \$150.00 |
| D. | Business Sign | \$50.00 |
| E. | Other applications, by building area | |
| | i. 4,000 square feet and less | \$250.00 |
| | ii. 4,001 -10,000 square feet | \$300.00 |
| | iii. 10,001 – 20,000 square feet | \$350.00 |
| | iv. 20,001 – 50,000 square feet | \$500.00 |
| | v. 50,001 square feet and greater | \$750.00 |

3) Miscellaneous

| | | |
|----|---|---------|
| A. | Zoning map amendment | \$50.00 |
| B. | Public hearing bond | \$50.00 |
| | *The City of Berea reserves the right to request additional bond money, should the cost of mailings exceed \$50.00. | |