

# CITY OF BEREA

## MUNICIPAL PLANNING COMMISSION 2018 SCHEDULE

<b>Submittal Deadline</b>	<b>Meeting Date</b>
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

## SUBMITTAL GUIDELINES

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, 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, Color/Material Samples, Mylar and Legal Descriptions (*for Lot Splits and Consolidations*), 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 under Zoning Code Section 104.02. If you are requesting a Conditional Use, please cite evidence that the proposed use is consistent with the standards defined under Zoning Code Section 304.05. There is a 20 day waiting period after approval of a variance before a permit can be issued. This waiting period does not apply to the approval of a Conditional Use.
- 5) **SITE PLANS:** Site Plans should include the following: the size and location of set-backs, the size and location of onsite and offsite structures, a lighting plan, a landscape plan and a parking plan complete with identified spaces, thruways and driveways to public or private streets.
- 6) **DRAWINGS:** All drawings must be to scale, in ink, and show all pertinent dimensions.
- 7) **DRAWINGS FOR COMMERCIAL APPLICATIONS (except for signage):** Drawings must be stamped and sealed by an Ohio Registered Design Professional (either Architect or Engineer) and show site plan, building elevations, landscaping plan, dumpster location & screening, parking lot layout, building and site lighting, as well as a Phase II Storm Water Plan (retention/detention facility – location and size).
- 8) **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.
- 9) **LOT SPLITS/CONSOLIDATIONS:** 13 copies of the plat must be submitted, as well as the Mylar itself, by the meeting deadline. Written Legal Descriptions are also required.
- 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.

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

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Signature of Applicant, Owner or Agent

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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.	