

**CITY OF BEREA**

**MUNICIPAL PLANNING COMMISSION**

**2016 SCHEDULE**

Submittal Deadline	Meeting Date
December 18, 2015	January 7, 2016
January 1, 2016	January 21, 2016
January 15, 2016	February 4, 2016
January 29, 2016	February 18, 2016
February 12, 2016	March 3, 2016
February 26, 2016	March 17, 2016
March 18, 2016	April 7, 2016
April 1, 2016	April 21, 2016
April 15, 2016	May 5, 2016
April 29, 2016	May 19, 2016
May 13, 2016	June 2, 2016
May 27, 2016	June 16, 2016
June 17, 2016	July 7, 2016
July 1, 2016	July 21, 2016
July 15, 2016	August 4, 2016
July 29, 2016	August 18, 2016
August 12, 2016	September 1, 2016
August 26, 2016	September 15, 2016
September 16, 2016	October 6, 2016
September 30, 2016	October 20, 2016
October 14, 2016	November 3, 2016
October 28, 2016	November 17, 2016
November 11, 2016	December 1, 2016
November 25, 2016	December 15, 2016

# MUNICIPAL PLANNING COMMISSION

## APPLICATION TO APPEAR BEFORE PLANNING COMMISSION SUBMITTAL GUIDELINES

You are hereby notified that in the event any of these requirements are NOT met by the submittal deadline, you may be removed from the corresponding meeting agenda.

- 1) **SUBMITTAL DEADLINES:** Please review the Municipal Planning Commission schedule. These dates cannot be altered; they are based on the Building, Engineering, and Zoning review process and Public Notice deadlines. Materials must be received in the correct format and by the submittal deadline, or they will not be added to the agenda for the upcoming meeting. You are urged to submit your packet ahead of the deadline, in order to accommodate any changes or additions as may be required by the Zoning Administrator.
- 2) **APPLICATION TO APPEAR BEFORE THE MUNICIPAL PLANNING COMMISSION:** Please submit 13 copies of the Application, assembled in packets with the Letter of Intent and all other pertinent documents. These packets will be distributed to Commission Members and City Administrators.
- 3) **LETTER OF INTENT:** 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.
- 4) **NUMBER OF COPIES:** 13 copies of your complete and correct submittal packet, along with the appropriate fee, are required by the submittal deadline. Your drawings, renderings, and plot plans must be shown to scale, and plot plans should include surrounding land and buildings.
- 6) **LOT SPLITS/CONSOLIDATIONS:** 13 copies of the plat (copied from the Mylar) must be submitted, as well as the Mylar itself by the meeting deadline. Written Legal Descriptions are also required.
- 7) **SIGN APPLICATIONS:** If you are appearing before the Planning Commission for signage approval, please be sure to fill out the **Application For Hearing Before Municipal Planning Commission**, as well as the **Application for Sign Permit**. We ask that you submit color photos and/or renderings of the proposed Sign, as well as a site plan detailing the desired placement and position of the Sign. Color and material samples are required, and may be brought to the meeting. Ground mounted signs must include a landscape plan. Please note that pole signs are **NOT** permitted in the City of Berea.
- 8) **PHOTOGRAPHS:** Photographs of the site and neighboring properties are encouraged for every application. A minimum of 3 sets can be included with your packets, or brought to the meeting.
- 9) **DRAWINGS:** All drawings must be to scale, in ink, showing ALL pertinent dimensions.
- 10) **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).
- 11) **FEES:** Fees must be paid by either cash or check. The application fee is separate from the permit fee.

### 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"/> Site Plan              |
| <input type="checkbox"/> Variance                                   |  | <input type="checkbox"/> Signage                |
| <input type="checkbox"/> Conditional Use                            |  | <input type="checkbox"/> Other _____            |
| <input type="checkbox"/> Driveway Widening (beyond width of garage) |  |   |

1) Applicant's Information:

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

2) Owner's Information (if different from above):

Name _____	
Address _____	
Phone _____	Fax _____
Email Address _____	

3) Agent's information (if applicable):

Name _____	
Address: _____	
Phone _____	Fax _____
Email Address _____	

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# MUNICIPAL PLANNING COMMISSION

## APPLICATION TO APPEAR BEFORE PLANNING COMMISSION PACKET CHECKLIST

**\*PLEASE NOTE: You must submit 13 packets by the submittal deadline in order to be placed on the agenda for the corresponding Planning Commission meeting. These packets will be distributed to Commission Members and City Administrators, prior to your appearance before Planning Commission.**

- 1)  Application to Appear before Planning Commission
- 2)  Letter of Intent\*
- 3)  Site Plan\*\*
- 4)  Elevations
- 5)  Photographs (a minimum of 3 sets are required)
- 6)  Color/Material Samples (samples may be brought to the meeting)
- 7)  Sign Application (if requesting signage)
- 8)  Mylar and Legal Descriptions (if requesting a Lot Split/Consolidation)

**\*If you are requesting a Variance, please indicate within your Letter of Intent a description of your Practical Difficulties, as defined under Zoning Code Section 104.02. If you are requesting a Conditional Use, please site within your Letter of Intent adequate evidence that the proposed use is consistent with the standards defined under Zoning Code Section 304.05. All property owners within 200 feet of the property which is the subject of the Variance or Conditional Use will be notified of your request. If the Variance is granted by the Planning Commission, a mandatory 20 day waiting period must elapse before a permit can be issued. There is no waiting period for a Conditional Use.**

**\*\* 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.**

# 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.	