

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.

PLEASE NOTE

THE OWNER, AGENT OR OTHER REPRESENTATIVE MUST BE PRESENT AT THE PLANNING COMMISSION MEETING. IF A REPRESENTATIVE IS NOT PRESENT, THE APPLICATION WILL BE TABLED.

CITY OF BEREA

APPLICATION FOR HEARING BEFORE
MUNICIPAL PLANNING COMMISSION

Reason for Appearance before Planning Commission:

- Simple Lot Split / Consolidation
- Razing (Demolition)
- Variance
- Conditional Use
- Driveway Widening (beyond width of garage)
- Appeal/Reconsideration
- Site Plan
- Signage
- Other _____

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 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

APPLICATION TO APPEAR BEFORE PLANNING COMMISSION SIGN 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) ___ Application for Sign Permit
- 3) ___ *Hardship Letter (if requesting a Variance)
- 4) ___ Color renderings of proposed Sign (please include dimensions)
- 5) ___ **Site Plan (detailing the desired placement and position of Sign)
- 6) ___ Colored elevation drawings and/or 3 sets of photographs
- 7) ___ Color/Material Samples (samples may be brought to the meeting)

***If you are requesting a Variance, please indicate within your Hardship Letter a description of your Practical Difficulties, as defined under Zoning Code Section 104.02. All property owners within 200 feet of the property which is the subject of the Variance 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.**

****Site plans should include the following: the size and location of the proposed Sign, the size and location of Sign set-backs, the size and location of onsite and offsite structures; a lighting plan; a landscape plan (if you are requesting a mounted sign)**

PLEASE NOTE: POLE SIGNS ARE NOT PERMITTED IN THE CITY OF BEREA

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.