

CITY OF BEREA

MUNICIPAL PLANNING COMMISSION 2020 SCHEDULE

Submittal Deadlines for 2020	Meeting Dates for 2020
December 13, 2019	January 2
December 27, 2019	January 16
January 17	February 6
January 31	February 20
February 14	March 5
February 28	March 19
March 13	April 2
March 27	April 16
April 17	May 7
May 1	May 21
May 15	June 4
May 29	June 18
June 12	July 2
June 26	July 16
July 17	August 6
July 31	August 20
August 14	September 3
August 28	September 17
September 11	October 1
September 25	October 15
October 16	November 5
October 30	November 19
November 13	December 3
November 30	December 17

Meetings will begin at 7:00p.m.

CITY OF BEREA

APPLICATION FOR HEARING BEFORE MUNICIPAL PLANNING COMMISSION

Reason for Appearance before Planning Commission:

- | | | |
|--|--|---|
| <input type="checkbox"/> 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 _____
Email Address _____

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

11 Berea Commons
Berea, OH 44017

CITY OF BEREA
Planning Commission & Sign Application
buildingdept@cityofberea.org

440-826-5812
Fax: 440-826-4800

Date: _____ Owner's Name: _____ Phone # _____

Site Address: _____

Contractor's Name: _____ Contractor's Registration: _____

Contractor's Address: _____ Contractor's Phone # _____

Contractor's Cell Phone# _____ Contractor's email: _____

Describe type of work being performed: _____

Total square footage of sign(s) _____

Variance \$75.00 _____

Business Sign \$50.00 _____

Total _____

PERMIT # _____

SIGN(s)

Base Fee per structure: \$100.00

Plus a fee for each 10 square feet of _____ signage x \$5.00 _____

Sub Total: _____

3% BBS: _____

TOTAL _____

Estimated Cost \$ _____ Signature of Applicant: _____

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, Planning Commission & Sign Application** (*for the Building Department*), **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, but may be brought to the meeting.
- 10) **FEES:** Fees must be paid by either cash or check. **The application fee is separate from the permit fee. Checks should be made payable to the "City of Berea".**
- 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.