

# The City of Mayfield Heights

## Planning Commission

### *CONSULTATION*



### ***MEMBERS:***

*MAYOR ANTHONY DICICCO,  
CHAIRMAN*

*MIKE BALLISTREA, COUNCIL  
REPRESENTATIVE/VICE-CHAIRMAN*

*JACK GALLUCCI, MEMBER*

*DARCY HORVAT, MEMBER*

*LYLE SATTERLEE, MEMBER*

*MONICA FERRANTE, SECRETARY*

*Application and Submittal Requirements*

## PLANNING COMMISSION 2021 - MEETING DATES & DEADLINES

The Planning Commission meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.  
(All meetings are held in the City Hall Council Chambers)

MEETING DATE 1 <sup>st</sup> & 3 <sup>rd</sup> MONDAY 7:00 P.M.	NEW CONSTRUCTION: SUBMISSION DEADLINE 30 DAYS	OTHER SUBMITTALS: SUBMISSION DEADLINE 2 WEEKS	COUNCIL MEETING 2 <sup>ND</sup> & 4 <sup>TH</sup> MONDAY 7:00 P.M.
January 4, 2021	December 4, 2020	December 21, 2020	January 11, 2021
January 18, 2021	December 18, 2020	January 4, 2021	January 25, 2021
February 1, 2021	December 31, 2020	January 18, 2021	February 8, 2021
February 15, 2021	January 15, 2021	February 1, 2021	February 22, 2021
March 1, 2021	January 29, 2021	February 15, 2021	March 8, 2021
March 15, 2021	February 15, 2021	March 1, 2021	March 22, 2021
April 5, 2021	March 5, 2021	March 22, 2021	April 12, 2021
April 19, 2021	March 19, 2021	April 5, 2021	April 26, 2021
May 3, 2021	April 2, 2021	April 19, 2021	May 10, 2021
May 17, 2021	April 16, 2021	May 3, 2021	May 24, 2021
June 7, 2021	May 7, 2021	May 24, 2021	June 14, 2021
June 21, 2021	May 21, 2021	June 7, 2021	June 28, 2021
July	SUMMER RECESS		
August			
September 6, 2021	LABOR DAY – CANCELLED		
September 20, 2021	August 20, 2021	September 3, 2021	September 27, 2021
October 4, 2021	September 3, 2021	September 20, 2021	October 11, 2021
October 18, 2021	September 17, 2021	October 4, 2021	October 25, 2021
November 1, 2021	October 1, 2021	October 18, 2021	November 8, 2021
November 15, 2021	October 15, 2021	November 1, 2021	November 22, 2021
December 6, 2021	November 5, 2021	November 22, 2021	December 13, 2021
December 20, 2021	November 19, 2021	December 6, 2021	To be determined.

Meeting date confirmations or questions regarding your submittal may be directed to:  
Monica Ferrante, at (440) 442-2626, Ext. 210, or [monicaferrante@mayfieldheights.org](mailto:monicaferrante@mayfieldheights.org)



**THE CITY OF MAYFIELD HEIGHTS - PLANNING & ZONING COMMISSION**

**6154 Mayfield Road, Mayfield Heights, OH 44124**

Phone: 440-442-2626, Ext. 210 ~ Fax: 440-442-7662

***REQUEST TO APPEAR - CONSULTATION***

THE COMMISSION MEETS THE 1ST & 3RD MONDAY OF EACH MONTH

(excluding July & August)

Eight (8) copies of a proposal (diagram, documentation and/or site plan) which best describes your request must be submitted to the Building Department at least fourteen (14) days prior to a scheduled meeting. Digital copy should also be sent to [monicaferrante@mayfieldheights.org](mailto:monicaferrante@mayfieldheights.org).

**Fee to accompany application:**

\$25.00 Initial Consultation, Non-Refundable Fee. Make check payable to The City of Mayfield Heights.

- Please be advised that during a consultation there will be no decision rendered or vote taken by the Commission.

***In the case the property owner is not the applicant*** and will not be present at the meeting, the applicant shall submit in writing, a statement from the property owner acknowledging this request and authorizing the applicant to make such request before the Planning Commission

**LOCATION OF PROPERTY** (address/street) \_\_\_\_\_

**BUSINESS OR BUILDING NAME** \_\_\_\_\_

**EXPLAIN YOUR REQUEST:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PROPERTY OWNER'S PHONE NO.** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**NAME OF APPLICANT** \_\_\_\_\_ **COMPANY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**APPLICANT'S PHONE NO.** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

It is the applicant's responsibility to review and comply with all mandates of the Mayfield Heights Codified Ordinances relative to this application request. Applicant must be present at the meeting.

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

\_\_\_\_\_  
Date

MEETING DATE \_\_\_\_\_

CASE # \_\_\_\_\_