

The City of Mayfield Heights

Planning Commission

SITE PLAN



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

SITE PLANS

COMMERCIAL NEW CONSTRUCTION, ADDITIONS, ACCESSORY STRUCTURES, IDENTIFICATION & DIRECTIONAL SIGNS

- SIXTEEN (16) COPIES of a preliminary site plan or drawings specifying your project must be submitted to the Building Department. Digital copy should also be submitted to monicaferrante@mayfieldheights.org.

DEADLINES

- (30) DAYS - New construction and projects requiring a full impact traffic study.
(14) DAYS - Other projects and consultations.

FEEES TO ACCOMPANY APPLICATION: Make all checks payable to The City of Mayfield Heights.

\$100.00 Site Plan Submittal Fee (*separate check*)

\$4,000 deposit for Traffic Impact Study and/or City Engineer. (*separate check*)

Additional fees for traffic related studies, engineering reviews or plan reviews will be charged to the applicant. Any unused portion will be returned after completion of the project.

- All appropriate fees and plans shall be submitted with application.
- Fees are not refundable.
- Any alteration to the original proposal will, at the discretion of the Director of Building, be considered a new proposal and will be charged accordingly.
- All requests tabled by the Commission must be resubmitted within 60 days to avoid another application fee.

THE PRELIMINARY SITE PLAN MUST INCLUDE:

- | | |
|------------------------------|--|
| ✓ lot size | ✓ interior traffic movement |
| ✓ building location | ✓ ingress and egress, curb cuts |
| ✓ building dimensions | ✓ pavement markings |
| ✓ building height | ✓ landscaping |
| ✓ setbacks | ✓ loading zone and/or loading dock |
| ✓ location of parking spaces | ✓ dumpster enclosure location |
| ✓ size of parking spaces | ✓ directional signs, location and face |
| ✓ number of parking spaces | ✓ outdoor fire department connections |
| ✓ handicap spaces | ✓ radii of curves |
| ✓ lane widths | ✓ site lighting |

THINGS TO KNOW:

- ❖ All site plans must be reviewed and receive approval from the Traffic, Fire and Building Departments.
- ❖ Any revisions suggested during the preliminary review by the Planning Commission must be made prior to final site plan review.
- ❖ All site plans must receive separate preliminary and final reviews and approvals from the Planning Commission and City Council. City Council meets the second and fourth Monday of each month. Your project, if approved by the Commission, will automatically advance to the Council Agenda.
- ❖ Lot consolidations and/or lot splits and rezoning requests in conjunction with this request must also have Planning Commission and City Council approval. Such requests require separate submittals.
- ❖ All plan approvals granted by the Commission shall be void after 18 months from the date of final approval by the City Council unless, in the case of new construction/additions, work has been done in accordance with Section 1101.02(c) of the Planning and Zoning Code.

PLANNING COMMISSION 2021 - MEETING DATES & DEADLINES

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

MEETING DATE 1st & 3rd MONDAY 7:00 P.M.	NEW CONSTRUCTION: SUBMISSION DEADLINE 30 DAYS	OTHER SUBMITTALS: SUBMISSION DEADLINE 2 WEEKS	COUNCIL MEETING 2ND & 4TH 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.

All meetings are held in the City Hall Council Chambers.



**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

LOCATION OF PROPERTY (address) _____

PROJECT NAME (building name/business name) _____

PERMANENT PARCEL NO(S) _____

NAME OF APPLICANT _____ **COMPANY** _____

STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE NO. _____ **FAX NO.** _____

EMAILADDRESS: _____

PROPERTY OWNER _____ **COMPANY** _____

OWNER'S STREET ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

OWNER'S PHONE NO. _____ **FAX NO.** _____

EMAILADDRESS: _____

DESCRIBE YOUR REQUEST:

NEW CONSTRUCTION - SIZE OF BUILDING _____ Sq. Ft.

BUILDING ADDITION - SIZE OF ADDITION _____ Sq. Ft.

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.

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

Date

Signature of Applicant

MEETING DATE: _____

CASE NO: _____