

CITY OF WICKLIFFE, OHIO PLANNING COMMISSION

APPLICATION FOR APPEARANCE

DATE: _____

To the Commissioner of Building:

I the undersigned, do hereby request an appearance before the Wickliffe Planning Commission for the purpose of : (please leave blank and call the Building Commissioner for proper wording)

Note: Applicants for parking plan approval/change of ownership/Conditional Use/ and/or lot splits shall furnish legal or equitable evidence of ownership or option to purchase or lease of property for which the approval is sought. The applicant as described, must be in attendance at the Planning Commission meeting to present his/her plans to the Commission or a representative who shall be authorized by the owner in writing to make any and all final decisions in the absence of the owner.

NAME: _____ REP. NAME AT MEETING: _____

Address of Property for approval: _____

EMAIL ADDRESS MUST BE PROVIDED

Applicant's information: Name/Address _____ email address: _____

Phone No. _____ Cell No. _____

Name of Owner of property: Address: _____

_____ Phone No. _____

.....
(for office purposes) Date of Meeting _____ Plan's Received: _____

\$200.00 Planning Commission fee: _____ \$200.00 Parking Plan _____

Conditional Use Fee \$200.00 _____ \$100.00 Lot Split fee (under 5 acres) _____

\$150.00 Lot Split fee (over 5 acres) _____ \$1,500.00 Rezoning Fee _____

CT Engineer Plan Review Fee: \$ _____ (**Min. \$500.00 Max. \$5000.00**)

Dates Advertised for PUBLIC HEARING: _____

DECISION: _____

CITY OF WICKLIFFE
Division of Building Zoning and Inspection

PLANNING COMMISSION REGULATIONS

Regulations for Applicants Requesting Appearance before the City of Wickliffe Planning Commission for Institutional , Multi-Family, Office, Business, Recreational, Service, Commercial, Industrial and Public Buildings, Conditional Use and Residential Lot Splits.

Rev. 11/1/84 - 5/1/87 - 8/4/87 - 9/16/87 - 11/5/87 -2/8/88- 2/5/94 - 1/8/96 - 2/2/96 - 6/24/96 - 12/12/96 - 1/23/97 - 8/5/98- 9/3/98-3/25/99- 1/7/2000- 1/26/2000-1/4/2002-9/4/03- 12/5/03 - 8/12/04, 04/01/05, 7/6/05, 8/12/05, 11/3/06, 1/9/07, 8/13/09, 6/7/10, 1/31/11, 10/06/20, 7/5/23 4/22/25

A. PURPOSE

The purpose of these regulations is to identify the procedure required for applicants to secure lot splits, parking plan approval, or conditional use permit by the Planning Commission prior to making application for necessary building permits. Lot splits require a plat or plot accompanied by a legal description prepared by a professional surveyor or professional engineer.

Drawings and/or site plans are required when any of the following conditions prevail:

- a. Whenever a building is constructed or a new use is established.
- b. Whenever the use of an existing building is changed to a use requiring more parking facilities.
- c. Whenever an existing building is altered and there is an increase in the number of dwelling units, seating capacity or floor areas of the building in Institutional, Residential (except for one and two family dwellings), Office Buildings, Retail Business and Industrial Districts.
- d. Whenever requesting a Conditional Use Permit.

B. PRELIMINARY ACTION PRIOR TO SUBMITTAL FOR PLANNING COMMISSION REVIEW AND/OR APPROVAL

1. Applicant shall submit **4 weeks prior to the first THURSDAY of the month,**

(3) Sets of drawings and plans, to each of the following for their review:

- a. Fire Prevention Bureau, Capt, James Isom, jisom@wickliffefire.org
440 943-7133 29885 Euclid Avenue, Wickliffe, Ohio 44092

- b. City Engineer Pete Formica pformica@verdantas.com
8500 Sterling Ct, Mentor, Oh 44060
Telephone – (440) 951-9000
- c. Building Commissioner, Raymond F. Sack
rsack@cityofwickliffe.com 440 943-7115
Wickliffe City Hall – 28730 Ridge Road

(Note: Soil & Water/Erosion Application/Plan/Fees to City of Wickliffe for Verdandas. Call 440 951-9000 for details)

2. The above named administrators review the drawings and plans and within one week will notify applicant with comments regarding any of the details on the plans. (i.e., plans in compliance with ordinances; any corrections or modifications required, etc.)
3. The applicant on receipt of the comments from the above named administrators will prepare **12 sets for final submittal** of drawings to the Planning Commission in accordance with the specifications under Item C. (These final plans must be in the Wickliffe Building Department 2 weeks prior to the meeting).
4. Planning Commission approval shall be valid for a period of not to exceed one (1) year from final action of the Commission. Construction must commence within said one (1) year period. Inactivity will cause said approval to expire one (1) year after said approval.

C. PLANNING COMMISSION REQUIREMENTS

Twelve (12) sets of detailed final drawings of off-street parking and loading areas.

All sets of the FINAL plans and any accompanying drawings shall be drawn to scale on paper 18" x 24" or larger in size, and stamped and signed by Professional Engineer and reviewed by:

Fire Prevention Bureau, Capt. James Isom, (29885 Euclid Avenue, Tel. 440 - 943-7133) and City Engineer Pete Formica 8500 Sterling Ct., Mentor, Oh 44060 - Tel. 440- 951-9000), and
Building Commissioner Raymond F. Sack Jr., (City Hall, 28730 Ridge Road, Tel. 440 -943-7115)
Soil & Water (new const.) 440) 951-9000

for their stamped and signed approval. Said approval is required prior to the Building Commissioner preparing the meeting agenda) Said submittal and approval must be completed by noon of the last Thursday of the month, to qualify the applicant to appear before the Commission which meets on the first Thursday of each month at 7:00 PM in City Hall Council Chambers. All

comments from Fire Prevention Bureau, City Engineer and Building Commissioner shall be forwarded to the applicants three (3) weeks before the the meeting.

Applicants for parking plan approval or conditional use permit and lot splits shall furnish legal or equitable evidence of ownership or option to purchase, or lease of property for which the approval is sought, legal authorization to represent applicants.

The applicant, as described above, must be in attendance at the Planning Commission meeting to present his/her plans to the Commission or a representative who shall be authorized by the owner in writing to make any and all final decisions in the absence of the owner.

D. DATA AND INFORMATION TO BE SPECIFIED ON DRAWINGS & PLANS

1. The site plan shall show each parking space, dimension of driveways, aisles and location of man doors and any overhead door openings, water mains, hydrants and fire walls.
2. A site plan showing the location of any existing buildings and new buildings and/or additions, and the locations and use of buildings on adjacent lots within 25 feet of all property lines.
3. A drainage plan showing existing and proposed finished grades so that injury or damage will not be caused to adjacent properties nor will water drain across a public sidewalk. Trench drains, when used, shall be of a heavy duty class design. The maximum grade of the parking areas shall not exceed 4%.
4. Parking spaces shall be a minimum of 9 feet wide and 20 feet deep exclusive of all drives, curbs and turning areas and shown as such on site plan.
5. Access drives to parking areas shall be planned to interfere as little as possible with the use of nearby property and with pedestrian and vehicular traffic on the nearest streets. Whenever possible, the center line of the access driveways on the frontage street (narrowest frontage of two streets) shall be at least 30 feet from the right-of-way line of the nearest intersecting street and spaces at not less than 90 feet intervals measured from the center line of the driveways. There shall be not less than two separate driveways provided to parking of more than 25 spaces, and whenever possible they shall be limited to three lanes at either entrance or exit. The width of such entrances and exits, measured to the setback line, shall conform to the following schedule.

<u>LANES</u>	<u>WIDTH IN FEET</u>
One	(10 Min. - 12 Max.)
Two	(18 Min. - 24 Max.)
Three	(27 Min. - 33 Max.)

6. All driveways and parking and loading areas shall have either asphalt or concrete hard surface and constructed in accord with standards established by the City Engineer, and shall be illuminated whenever necessary to protect the public safety without causing brightness or glare hazardous to residential areas, pedestrians or vehicle drivers.
7. Concrete curbs shall be provided to define limits of paved areas, and to prevent vehicles from projecting into required yards or adjacent property. Bumper guards can be used to define parking spaces.
8. Landscape features, fencing or screening is required to protect adjacent properties. A wall or sturdy solid fencing (6 feet high chain link with wood slats or equivalent) will be required by the Planning Commission when site is adjacent to side or rear lot line of a residential property. Landscape screening (arborvitae planted 4 ft. high and 3 feet on center, with potential growing height of 6 feet) may be permissible in special circumstances as a desirable landscape feature.
9. Location of any pole signs shall be designated on site plan with description of overall size, height, lettering, material and if illuminated.
10. Site Plan shall indicate the following additional information:
 - a. Sublot number and/or street address.
 - b. Name and address of person, business or corporation owning or having option to purchase the property; name, address and telephone number of person and/or firm or corporation preparing drawings; and proper scales, date and drawing number.
 - c. Legend showing –
 - (1) Sq. ft. of existing lot area; sq. ft. of any existing buildings and the sq. ft. proposed new building/s or addition/s.
 - (2) Percentage of total lot coverage of building structures. Maximum limitation of lot coverage by main and accessory building for the following zoned districts are:

Office Building (offices, services, etc. – 20%)
 Local Business (stores, services, offices – 30%)
 General Business (stores, services, offices – 40%)
 (Auto Wash) – 20%
 Commercial-Manufacturing & Industrial - 50%

(3) Number of parking spaces required and number of 9'x 20' spaces provided.

(a) See attached copies of sheets #47 and #48 of the Planning and Zoning Code entitled SCHEDULE OF REQUIRED OFF-STREET PARKING for Institutional, Residential, Office Building, Retail Business and Industrial.

See Building Commissioner for minimum lot area and width requirements for motels and hotels, gasoline service stations, auto wash and all industrial uses.

(c) or debris.

11. Full compliance with accessory off-street parking plan approved by the Planning Commission is necessary before Certificate of Zoning Compliance, Building Permits or Occupancy of proposed building or use.
12. All fees and deposits shall be in accordance with Chapter 146 of the Codified Ordinances of the City of Wickliffe. Such fees and deposits must be received prior to the issuance of any Building Permits.
13. City Engineer charges Plan review and grade set fees, soil & water separately in addition the fee's shown on the application. Contact City Engineer prior to submitted drawings for Planning Commission for his estimate of fees due.

CITY OF WICKLIFFE

Raymond F. Sack Jr.
Building Commissioner
(440) 943-7115

RFS:pl



The City of

Wickliffe

28730 Ridge Road Wickliffe, Ohio 44092

DIVISION OF BUILDING (440 943-7115)

INSTRUCTIONS FOR: BUSINESS/COMMERCIAL/INDUSTRIAL BUILDINGS

After Planning Commission approval or for issuance of an alteration permit, or any other construction for Business/Commercial/Industrial Bldgs.

1. Submit Digital set of plans to Lake County Building Department call 440 350 2636 or email: lcbd@lakecountyohio.gov

Submit (1) set of plans (not digital) to Wickliffe Fire Dept. 29885 Euclid Av

Submit (1) set plans (not digital) to Wickliffe Bldg. Dept. 28730 Ridge Rd

For any NEW construction (3) sets of Site/Grading and Soil & Water with application to Wickliffe City Hall for Verdantas, The fees are payable to City of Wickliffe. Forms are online @ cityofwickliffe.com If you wish to expedite the process you can drop off drawings for Site/Grading & Soil/Water to 8500 Sterling Ct., Mentor, Oh 44060. Please make sure applications and fees go to 28730 Ridge Road. There is a drop-box rear lobby of City Hall.

2. Fire Department must review construction drawings. The Building Dept, will issue a Zoning Certificate of compliance to Lake County Building Dept. once Fire Dept. approves the plans or sends comments.
3. **FOR ALL APPLICANTS:** Lake County Building Department must approve the plans and issue a permit, show proof to City of Lake County approval, and apply for a City permit as well. Fees/Deposits will be due at the City.
4. The permit application for the City must have estimated const cost, along with other pertinent information. Applicant will then be notified of permit fees and deposit costs at this time. \
5. All General & Sub Contractors to be registered/bonded/insured in Wickliffe.

NOTE: Lake County Building Department will perform all inspections. Wickliffe Fire & Building Department will perform the FINAL inspection with Lake County. Lake County will issue final occupancy permit/approval. Your deposit/refund is minus a \$10.00 clerical fee. Checks are issued by Wickliffe Finance Dept. and mailed to party who deposited. (takes 1 to 2 weeks approx.)