

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

**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,**

- (4) **sets of drawings and plans**, to each of the following for their review:
  - a. Fire Prevention Bureau, Capt. Douglas Leovic  
[dleovic@wickliffefire.org](mailto:dleovic@wickliffefire.org) 440 943-7133  
29885 Euclid Avenue, Wickliffe, Ohio 44092

b. City Engineer Pete Formica [pformica@ctconsultants.com](mailto:pformica@ctconsultants.com)  
CT Consultants, 8500 Sterling Ct, Mentor, Oh 44060  
Telephone – (440) 951-9000

c. Building Commissioner, Raymond F. Sack  
[rsack@cityofwickliffe.com](mailto:rsack@cityofwickliffe.com) 440 943-7115  
Wickliffe City Hall – 28730 Ridge Road

d. Lake County Soil and Water Conservation District  
125 E. Erie St.  
Painesville, Ohio 44077  
(440) 350-2730 **(2) sets to Lake County Soil & Water**

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. Douglas Leovic (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)

Lake County Soil & Water Conservation District, (new const.) 440) 350-2730

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 (aborvitae 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%

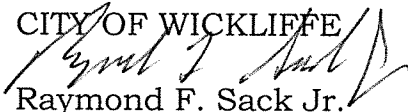
(3) Number of parking spaces required and number of 9'x 20' spaces provided.

(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 fee's 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

**Instructions for: Buiness/Commercial/Industrial permits) Read entire directive as it pertains to several different items). City Permit application is attached**

**AFTER PLANNING COMMISSION APPROVAL, AND/OR ANY ALTERATION WORK THAT DOES NOT REQUIRE PC APPROVAL (ONLY A ZONING CERTIFICATE) THE FOLLOWING IS A SUMMARY OF WHAT IS REQUIRED FOR PERMITS:**

**Mayor**  
William A. Margalis

**Council President**  
David J. Krych

**Council at Large**  
Matthew C. Jaworski  
Sherry Koski

**Ward 1**  
James A. Bala

**Ward 2**  
Edward C. Matyja

**Ward 3**  
Ronald P. Ely

**Ward 4**  
Edward A. Levon

**Director of Law**  
William C. Gargiulo  
440-943-7104

**Director of Public Service**  
Joseph J. D'Ambrosio  
440-943-7125

**Director of Finance**  
Martin J. Germ  
440-943-7117

**Building Commissioner**  
Raymond F. Sack  
440-943-7115

**Chief of Police**  
Randy E. Ice  
440-943-1234

**Chief of Fire**  
James G. Powers  
440-943-7140

**City Engineer**  
Peter J. Formica  
440-951-9000

**Director of Recreation**  
Timothy E. Stopp  
440-943-7120

**City Programs Director**  
Patricia A. Fowler  
440-943-7100

**Senior Center Coordinator**  
Ludy Tegner  
440-373-5015

**Economic Development Director**  
Jason Laver  
440-408-6969

1. Submit (4) sets of construction drawings to the Lake County Building Department – 27 Woodland Road, Painesville, Oh 44077 440 918-2636
2. Submit (1) drawing/set of plans to Wickliffe Building Department
3. Submit (1) drawing/set of plans to Wickliffe Fire Department at 29885 Euclid
4. **FOR NEW CONSTRUCTION:** Submit (3) sets of site and grading plan with a \$1200.00 non-refundable fee to Wickliffe Bldg. Dept. City Engineer will determine any costs over \$1200.00 minimum fee during construction. (3) sets of site and grading plan will be forwarded by City to CT Consultants. You must also contact Lake County Soil and Water located at 125 East Erie St., Painesville, Ohio 44077 (440) 350-2730 and have a letter of approval - prior to any CT approval and to any construction.
5. Fire Department must send letter/comments to Lake County Building Department.
6. Wickliffe Building will then issue a Zoning Certificate of Compliance to Lake County Bldg. Dept. which allows the County to review your plans/drawings.
7. Lake County Building Department will stamp a “City of Wickliffe” copy, which applicant must return to the Wickliffe Building Department. You will have to obtain a County permit first.
  - a. Upon return of the County approved stamped “City of Wickliffe” drawing, the applicant must fill out Commercial Zoning permit app at Wickliffe Bldg. Department - (make sure estimated cost of job is on form), and City will then determine fees/deposits and you shall mail a check payable to City of Wickliffe/Attn” Building Dept. prior to start of any construction.

**NOTE: Lake County Building Department will do all inspections. Wickliffe Fire & Building Department will do the FINAL inspection after Lake County signs off on Occupancy permit.**

**All Contractors & Sub-contractors must be registered, bonded and insured to work in the City of Wickliffe. The cash deposit is refundable minus a \$10.00 clerical fee the city retains. It takes at least a week to 10 days before the Finance Dept. will MAIL your deposit back. You must show proof of a FINAL County Occupancy Inspection before refund is processed.**

The City of



# Wickliffe

28730 Ridge Road Wickliffe, Oh 4409  
440 943-7115

## APPLICATION FOR ZONING PERMIT

Zoning Fee: \$ \_\_\_\_\_

Occupancy Fee: \$ \_\_\_\_\_

Cash Deposit \$ \_\_\_\_\_

Demo Fee \$ \_\_\_\_\_

Plan Review \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

Grade set: \$ \_\_\_\_\_

Date: \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

Job Address/specify unit no, or suite no. if applicable \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone NO. \_\_\_\_\_

### DESCRIPTION OF WORK:

Purpose: \_\_\_\_\_

\_\_\_\_\_

If Addition: Length/Width \_\_\_\_\_

Estimated Cost of Construction: \$ \_\_\_\_\_

The acceptance of the Permit herein applied for shall constitute an agreement on my part to abide by all conditions herein contained and to comply with all local ordinances and laws of the City/County/State of Ohio relating to work to be done thereunder and said agreement is a condition of said permit.

CONTRACTOR

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_  
(cell phone no. \_\_\_\_\_)

Approved by: \_\_\_\_\_ Building Commissioner

**ARCHITECTURAL REVIEW BOARD**  
**APPLICATION FOR APPEARANCE**

**FOR: EUCLID AVENUE**

Date: \_\_\_\_\_

I, the undersigned, do hereby request an appearance before the City of Wickliffe Architectural Review Board concerning the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
.....

Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_

Telephone No. \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

LOCATION OF PROPERTY: \_\_\_\_\_  
.....

DATE OF MEETING: \_\_\_\_\_

13 Sets of plans Rec'd. \_\_\_\_\_

500.00 Deposit Rec'd. \_\_\_\_\_ Receipt No. \_\_\_\_\_  
.....

DEPOSIT/REFUND ACCOUNT: CITY OF WICKLIFFE

REFUND ANY REMAINING TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....

OFFICE USE: \_\_\_\_\_  
Approved by: \_\_\_\_\_

Amount: \$ \_\_\_\_\_  
Account: 806.000.51601



**CITY OF WICKLIFFE  
ARCHITECTURAL REVIEW BOARD  
FOR: EUCLID AVENUE**

Submissions must be delivered four (4) weeks prior to meeting, to the Wickliffe Building Department located at 28730 Ridge Road, (2<sup>nd</sup> floor), Wickliffe, Ohio 44092, during normal working hours, 8:00 am to 4:00 pm. All submissions must be complete at the time of application. Any submission that is not complete and does not contain all of the required submittal items will not be accepted.

Meetings are held the first Thursday of each month. Meetings are held in the Council Chambers at Wickliffe City Hall at 7:30 pm. Property owner or designee capable of presenting and discussing your request must be in attendance. The Board will not consider cases in which a representative is not in attendance. Note: *The schedule is subject to change.* Contact the Building Department at (440) 943-7115 to confirm submission deadlines and meeting dates.

**SUBMISSION REQUIREMENTS:**

**Commercial, Institutional, and Multi-Family Buildings**

**New Buildings, Additions and/or Alterations, Including Single-Family Houses**

**Auxiliary Structures**

Four sets of drawings are required for all of the following submittals except as noted. All drawings shall be drawn to the scale indicated and shall be stamped by an architect or engineer registered in the State of Ohio. An index of all drawings shall be indicated on the first sheet.

**1. Site Plan (1" = 40')**

The site plan must show the location of the building on the parcel. Outlines of buildings on adjacent parcels must also be shown. The plan must show the footprint of the building with the following items dimensioned:

- A. Front, side and rear yard setbacks (Review zoning and any deed restrictions with the building department)
- B. Location of proposed building in relation to the street, any drives, parking areas, tree lawn, parking lot, parking islands, and any other adjacent structures exposed on Euclid Avenue.

The site plan shall also show the following items:

1. Permanent parcel number, subplot number, address
2. All dimensions