

**CITY OF BEREA****\*\*\* FOR ALL PLANNING COMMISSION SUBMITTALS \*\*\***

I hereby agree to abide by the following requirements. If any of these requirements are NOT met, I understand that I may be removed from the agenda until my submittal is acceptable to the Building Official, and in compliance with all Building and Engineering Department requirements.

- 1) **SUBMITTAL DEADLINES:** Refer to Planning Commission Schedule (**FORM #PCS**). These dates cannot be altered; they are based on the Building Official's review process and newspaper Public Notice deadlines. Materials must be received in the correct format by the submittal deadline, or they will not be scheduled for the upcoming meeting. You are urged to submit your packet ahead of the deadline, to accommodate any changes or additions as may be required by the Building Official.
- 2) **APPLICATION FOR HEARING BEFORE MUNICIPAL PLANNING COMMISSION (FORM #PCA)** Submit 12 copies of this Application (assembled in sets with the Letter of Intent and drawings).
- 3) **LETTER OF INTENT:** 12 copies of a Letter of Intent indicating your intentions and assembled in sets along with the Application for Hearing before Planning Commission (**FORM #PCA**) & your drawings must be submitted with every Planning Commission application.
- 4) **VARIANCE REQUESTS:** (Only if your submittal requires one or more variances – **FORM #PCV**) 12 copies of a Hardship Letter (as outlined in **FORM #PVC**) must be submitted within your assembled sets. NOTE: There is a 20-day waiting period after approval of a variance before permits can be issued. (Zoning Code Sec. 807.5)
- 5) **NUMBER OF COPIES:** 12 copies of your complete and correct submittal, along with the appropriate fee, are required by the deadline date for review by the Building Official. Your drawings, renderings, plot plans, etc. shown to scale, must be folded and assembled into sets along with your Application For Hearing Before the Municipal Planning Commission (FORM #PCA), Letter of Intent and Hardship Letter for Variance Requests (if applicable), and must be maximum size of 9 " x 12 " when folded.
- 6) **LOT SPLITS/CONSOLIDATIONS:** 12 copies of the plat (copied from the mylar) must be submitted, as well as the mylar itself by the meeting deadline, and 12 copies of the legal description.
- 7) **SIGN APPLICATIONS:** 12 assembled sets of the following: Application for Hearing Before Municipal Planning Commission (**FORM #PCA**), Application for Sign Permit (**FORM #SPA**), Sign Application Checklist (**FORM #SAC**), color photo/rendering (showing new signage superimposed over a photo of the sign location), Hardship Letter if requesting a Variance. Color & material samples are also required and may be brought to the meeting by the applicant.
- 8) **PHOTOGRAPHS:** Photographs of the site and neighboring properties are encouraged for every application. It is preferable that 12 sets be submitted; however, a minimum of 3 sets should be presented.
- 9) **DRAWINGS:** Must be to scale, in ink, showing ALL pertinent dimensions. If you need examples of typical drawings, please ask.
- 10) **DRAWINGS FOR COMMERCIAL APPLICATIONS (except for signage):** Must be stamped and sealed by an Ohio Registered Design Professional (either Architect or Engineer) and show site plan, building elevations, landscaping plan, dumpster location & screening, parking lot layout, building and site lighting, as well as Phase II Storm Water Plan (retention/detention facility – location and size).
- 11) **FEES:** Fees must be paid (cash or check only) in order to schedule an item for Planning Commission. The application fee is separate from the permit fee.

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 Date

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 Applicant