APPLICATION FOR PRELIMINARY DEVELOPMENT PLAN

CITY OF PARMA HEIGHTS
PLANNING COMMISSION
6281 Pearl Road
Parma Heights, Ohio 44130
Phone: (440)884-9600 Fax: (440)884-8077

FOR CITY OF PARMA HEIGHTS PLANNING COMMISSION USE ONLY

DATE RECEIVED: _____

NOTE: THIS APPLICATION MUST BE TYPE WRITTEN; USE ADDITIONAL SHEETS IF NECESSARY.

Has this proposed Planned Unit Development been discussed with the Chief Building Official?

Date: _____

Name. Address & Parcel Number of each property owner of record within the area proposed to be reclassified.

1.- _____

2-. _____

3.- _____

Location of property in accordance with County Auditor Records:

City of Parma Heights Book Page Parcel(s): _____

Physical location of property: _____

_____

(MY) (OUR) interest in the property proposed to be classified is as:

Owner:_____ Agent:_____ Lessee:_____ Optionee:_____

Applicant_____
Signature Address Phone Number

Owner: _____
Signature Address Phone Number

A filing fee of $_____ shall accompany the completed application.

Make check payable to: City of Parma Heights

THERE SHALL BE NO REFUND OF THE APPLICATION FEE ONCE PUBLIC NOTICE HAS BEEN GIVEN. ANY PORTION OF THE RETAINER FEE NOT USED FOR PROFESSIONAL PLAN REVIEW WILL BE REFUNDED TO THE APPLICANT.

ADJACENT PROPERTY OWNERS
CITY OF PARMA HEIGHTS
PLANNING COMMISSION
(If Applicable)
6281 Parma Heights, Ohio 44130
Phone: (440)884-9600 Fax: (440)884-8077

CITY OF PARMA HEIGHTS PLANNING COMMISSION USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

List all property owners within two-hundred (200) feet of the subject property:

Property Owner	Address	Page	Section	Town	Range	Parcel

APPLICANT'S AFFIDAVIT

STATE OF OHIO, COUNTY OF CUYAHOGA

I (we), _____

Hereby certify that we are all of the owners of the real estate which is the subject of this application; that we consent to the Planning Commission of the City of Parma Heights reviewing a PUD preliminary development plan for the subject real estate. We understand that this application will be considered and processed in accordance with the regulations as set forth in the City of Parma Heights Planning and Zoning Code; that we agree to accept, fulfill and abide by those regulations and all stipulations and conditions attached to the property by the Planning Commission and the Council of the City of Parma Heights. The statements and attached exhibits are true and correct to the best of my/our knowledge and belief.

_____
Signature

_____
Mailing Address

_____
City and State

_____
Phone

Subscribed and sworn to before me this _____ day of _____,20____.

_____
Notary Public

Person to be contacted for details, other than signatory:

_____	_____	_____
Name	Address	Phone

SUBMISSION REQUIREMENTS FOR PRELIMINARY DEVELOPMENT PLAN CITY OF PARMA HEIGHTS

CITY OF PARMA HEIGHTS PLANNING COMMISSION USE ONLY

DATE RECEIVED: _____
RECEIVED BY:_____

PLEASE READ ALL INSTRUCTIONS

1. GENERAL REQUIREMENT

____1.1 **Pre-Application Meeting:** (Date: ___/___/___ Time:_____

The applicant is to present the concept of a proposal to the Chief Building Official to discuss the overall application process before submitting an application packet. Call for appointment. The applicant and/or his representative must be present. There will be no assurance at any time, regarding final recommendations to the Commission about this application. The Chief Building Official may prepare a summary of the issues discussed during the pre-application meeting and transmit such report to the Planning Commission and Applicant.

____ 1.2 **Submission Closing Date:** (Date: ___/___/___)

Application packets must be submitted to the office of the Planning Commission according to application filing schedule established by the Planning Commission. Prior to submitting the application packet and necessary information, the applicant should revise proposed plans and/or zoning plat as advised by the Chief Building Official. After the Closing Date, the applicant cannot modify any portion of the information submitted unless specifically requested by the Planning Commission. Early submission is recommended to assure placement on the agenda and to provide adequate time for revisions and correction. Incomplete or inaccurate applications will not be accepted or be placed on the agenda for any hearings or meetings.

____ 1.3 **Application Fee:** $_____Make Check Payable *to* City of Parma Heights
($_____Application Fee and $_____Retainer for Profession Reviews)

An application shall be accompanied by a nonrefundable payment to cover the cost of holding the public hearing thereon, including personnel costs, advertising and legal notices as required by law or otherwise in connection with said application. Preliminary Development Plan cancellations must be submitted in writing to the Planning Commission. There shall be no refund or part thereof once the application has been processed. Any portion of the retainer fee for Professional Review not used will be refunded to the applicant. Any Professional Review fees associated with the application in excess of the deposit amount shall be invoiced to the applicant. No Final Development Plan application shall be processed until full payment for preliminary plan review has been received.

2. WRITTEN REQUIREMENTS

_____ 2.1 **Metes and Bounds Description**

Submit on a SINGLE 81/2" X 11" paper the following information:

___ a. A metes and bounds description of the subject site;

___ b. The amount of area contained within the site; and

___ c. A statement, signed by a registered surveyor, certifying that the description of the property proposed to be developed, is a complete, proper and legal description thereof.

_____ 2.2 **Property Deed**

Submit one (1) copy of the deed of the subject property as filed in the Cuyahoga County Recorder's Office.

_____ 2.3 **Preliminary Development Plan Application Form**

Submit a completed application form signed by the applicant and the owner(s) of the property and one (1) copy.

_____ 2.4 **Adjacent Property Owners Form**

Complete and submit the Adjacent Property Owners form, if applicable, (provided in this Packet) containing the names, addresses and tax information of all parcels within two hundred (200) feet of the subject site.

_____ 2.5 **Applicant's Affidavit**

Complete and submit the original copy of the Affidavit (provided @ Page 3).

_____ 2.6 **Checklist of Requirements**

Submit this completed form and checklist signed by applicant or his/her representative.

_____ 2.7 **Written Statement of Compliance with Standards for Petition Review**

Submit a written statement that explains how the proposed Preliminary Plan (or Plan Modification) comply with the standards as specified in the Parma Heights Planning and Zoning Code.

_____ 2.8 **Explanation of Open Space and Common Area**

A general statement regarding the nature, acreage and location of open space and common areas, and descriptive data as to the methods to be employed for guaranteeing its continuity and maintenance.

_____ 2.9 **Plans and Survey as required by C.O. 1186.16(d)(2)**

3. GRAPHIC REQUIREMENTS

_____ 3.1 **Preliminary Development Plans:**

Submit nine (9) copies of the Preliminary Development Plan (drawing or drawings) at a scale of one hundred (100) feet to the inch or larger (unless otherwise approved by the Director) showing the items listed below.

_____ a. Name of project, date, scale, north arrow (with north to top of plan, map title, total number of sheets and sheet number;

_____ b.. Name and title of applicant, present owner(s) and person preparing map;

_____ c. Vicinity map that indemnifies the site with references to surrounding areas and to existing street locations;

_____ d. Zone (gross) area of entire site; site (net) area excluding right-of-way;

_____ e. Summary table with the flowing information:

- ___ Proposed use of all facilities
- ___ Floor area including basements (if non-residential)
- ___ Number of dwelling units(ifresidential)
- ___ Parking spaces required by Zoning Resolution; parking spaces provided
- ___ Seating capacity (where appropriate)
- ___ Density of residential uses
- ___ The location and purpose of all non-residential structures

_____ f. Existing property lines, right-of-way and utility easements for the entire tract and each parcel involved;

_____ g. Location of existing zone boundaries of property and up to 200 feet outside subject site;

_____ h. Existing contour lines (dashed) at two feet intervals or less on site and including 200 feet beyond, indicate source and date of data;

_____ i.. Front, side, and rear yard setbacks for all structures and parking areas;

_____ j. The use and approximate location of existing structures, pavements, sanitary and storm sewers, sidewalks and curbs, and other physical and natural features; structures to be demolished shown in dashed lines;

_____ k.. Base mapping of the property showing the physical features (general topography, drainage ways and water bodies, etc.) and existing land uses;

_____ l. Boundaries of the tract to be developed on a planned unit basis;

_____ m.. Highways and streets in the vicinity of the tract, and ingress and egress to the tract;

_____ n. Location of different general land use areas proposed to be developed;

_____ o. Proposed density levels of each residential area and acreage and square feet of business uses;

_____ p. Proposed treatment of existing topography, drainage ways and tree cover;

_____ q. Proposed general location of major vehicular circulation;

_____r. Phasing plan and time schedule of the projected development if the total landholding is *to* be developed in stages, or if construction is to extend beyond a two year time period.

_____ s. Calculation of required open space indicating compliance with the standards established, including plans that illustrated accessibility of open space areas and plans for use of open space by future occupants of the PUD;

_____ t. A preliminary landscape plan that illustrates proposed landscape areas, buffer yards and screening, as needed, including general information regarding amounts and types of plant material.

_____3.2 **Reduced Preliminary Development Plan**

Submit one (1) copy of the preliminary development plan reduced to a 11"x17" sheet of paper. The information contained on the reduced version shall be the same as which is required above.

_____ 3.3 **Traffic Impact Analysis**

Survey of the traffic to be created by the proposed development, analysis of the existing level of service of the roadway network prior to and following the construction of the proposed development; and identification of any roadway improvements that may be necessary to mitigate the impact of the proposed development. If analysis is called for at any stage of development, it shall be included with this preliminary development plan application.

INFORMATION SUBMITTED SHALL BE ASSUMED TO BE CORRECT AND APPLICANT AND/OR AGENT SHALL ASSUME RESPONSIBILITY FOR ANY ERRORS AND/OR INACCURACIES RESULTING IN AN IMPROPER APPLICATION.

_____ _____

Signature of personal preparing this checklist (Applicant or Representative) Date Submitted