

**SITE PLANS
SUBMITTAL REQUIREMENTS**

**NEW CONSTRUCTION, ADDITIONS, ACCESSORY STRUCTURE,
IDENTIFICATION & DIRECTION SIGNS**

- 10 copies of preliminary site plan or drawings specifying your project must be submitted to the Planning Department.

DEADLINES

Fourteen (14) days- new construction and projects requiring a full impact traffic study.

FEES TO ACCOMPANY APPLICATION:

\$150.00 Submittal Fee

\$250.00 Deposit for Landscape Architect Review

\$600.00 Deposit for Engineer Review (Unused portion will be returned.)

MAKE ALL CHECKS PAYABLE TO THE CITY OF PARMA HEIGHTS

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

THE PRELIMINARY SITE PLAN MUST INCLUDE:

- √ Lot size
- √ Building location
- √ Building dimensions
- √ Building height
- √ Setbacks
- √ Location of parking spaces
- √ Size of parking spaces and number of parking spaces
- √ Handicap spaces
- √ Lane widths
- √ Interior traffic movement
- √ Ingress and egress, curb cuts
- √ Pavement markings
- √ Landscaping
- √ Loading zone and/or loading dock
- √ Dumpster enclosure location
- √ Directional signs, location and face
- √ Outdoors fire department connections
- √ Radii of curves

SITE PLAN APPLICATION

LOCATION OF PROPERTY (address) _____

PROJECT NAME (building name/business name) _____

PERMANENT PARCEL NOS. _____

NAME OF APPLICANT _____ FIRM _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NO. (_____, _____) EMAIL _____

PROPERTY OWNER _____ FIRM _____

OWNER'S STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

OWNER'S PHONE NO (_____, _____) EMAIL _____

DESCRIBE, BRIEFLY, 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.

In the case a building exists on the lot that is owned by someone other than the property owner, and such building is related to this case, and such building owner will not be present at the meeting, the applicant shall submit in writing, a statement from the building 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 Parma Heights Codified Ordinances relative to this application request. Required fees must accompany application.

Signature of Applicant _____

FEE
RECEIVED:

DEPOSIT
RECEIVED:

CASE
NUMBER: