



City Of Willoughby Building Department  
One Public Square Willoughby, Ohio 44094  
P: (440) 953-4118 (440) 953-4119

## **Development Plan Review And Approval Submittal Requirements**

**AN APPLICATION, TEN SETS OF PLANS (1 large scale for review and 9 sets of 11 X 17), AND PLANNING COMMISSION REVIEW FEE (\$100 residential development/\$125 all other developments) SHALL BE SUBMITTED FOR INCLUSION ON THE PLANNING COMMISSION AGENDA.**

**AN ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) IS REQUIRED TO BE SUBMITTED IN CONJUNCTION WITH THE SUBMITTAL TO THE PLANNING COMMISSION.**

Deadline for inclusion on Planning Commission and Ingress Egress agenda is at least sixteen (16) days prior to Planning Commission meetings which are held on the 2nd & 4th Thursdays of the month (excluding holidays). Check with secretary for dates.

### **Submission of a Development Plan**

The Development Plan shall be prepared by a qualified professional and drawn to an appropriate scale, and shall disclose all uses proposed for the development, their location, extent and characteristics. The application for Development Plan review shall include the following maps, plans, design and supplementary documents unless items are determined by the Building and Zoning Inspector to be inapplicable or unnecessary and are waived in writing by the Building and Zoning Inspector:

1. An accurate legal description prepared by or certified by a registered surveyor of the state;
2. A property location map showing existing property lines, easements, utilities and street right-of way;
3. A Development Plan indicating:
  - a. Use, location and height of existing and proposed buildings and structures, including accessory buildings, structures and uses, along with notation of the development standards for building spacing, setback from property lines and maximum building heights;
  - b. Location and configuration of off-street parking and loading areas, the arrangement of internal and in-out traffic movement including access roads and drives; lane and other pavement markings to direct and control parking and circulation; and the location of signs related to parking and traffic control;
  - c. Adjacent streets and property including lot lines, buildings, parking and drives within 200 feet of the site;
  - d. Proposed and existing fences, walls, signs, & lighting;

- e. Location and layout of all outdoor storage areas including storage of waste materials and location of trash receptacles;
  - f. Sanitary sewers, water and other utilities including fire hydrants, as required, and proposed drainage and storm water management;
  - g. Dimensions of all buildings, setbacks, parking lots, drives and walkways.
4. Topographic maps showing existing and proposed grading contours, and major vegetation features, including existing trees over six inches in diameter, wooded areas, wetlands; and other environmental features;
  5. Proposed landscaping and screening plans indicating the preliminary description of the location and nature of existing and proposed vegetation, landscaping and screening elements and the existing trees to be removed;
  6. Preliminary architectural sketches of buildings and other structures, floor plans, site construction materials and signs; **including a color rendering of the building's exterior, which is preferred;**
  7. Summary table showing total acres of the proposed development; number of acres devoted to each type of residential and/or non-residential use including streets and open space; number of dwelling units by type;
  8. Environmental Assessment Statement, as set forth in Section 1109.12;
  9. Other features necessary for the evaluation of the Development Plan as deemed necessary by the Building and Zoning Inspector or Planning Commission.

**The Planning Commission** will review the Development Plan and building elevations including samples of the building exterior finish materials which should be brought to the initial meeting.

**The Ingress/Egress and Parking Board (IEP)** performs the initial review of site access including parking, aisle and driveway widths, location of fire hydrants, and other police and fire safety issues, and forwards a recommendation to the Planning Commission. The IEP meets the 1st & 3rd Thursday at 9:00 a.m. every month (excluding holidays, see Secretary for dates). You will be required to attend this meeting unless the Building and Zoning Inspector deems otherwise. **Three (3) additional 11 x 17 copies of plans will be needed for the IEP meeting.**

# City Of Willoughby Development Plan Application

## 1. Applicant

Name and Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## 2. Property Owner

Name and Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## 3. Site Location

Address \_\_\_\_\_

Zoning District \_\_\_\_\_ Parcel No. \_\_\_\_\_

## 4. Development Proposal

Commercial/Institutional:

New

Addition

Residential Multi-family:

Single-family

Multi-family

\_\_\_\_\_ No. Units

\_\_\_\_\_ No. Units

## 5. Documentation

Site Plans

Landscape Plans

Building Elevations

EAS Statement

## 6. Applicant Signature

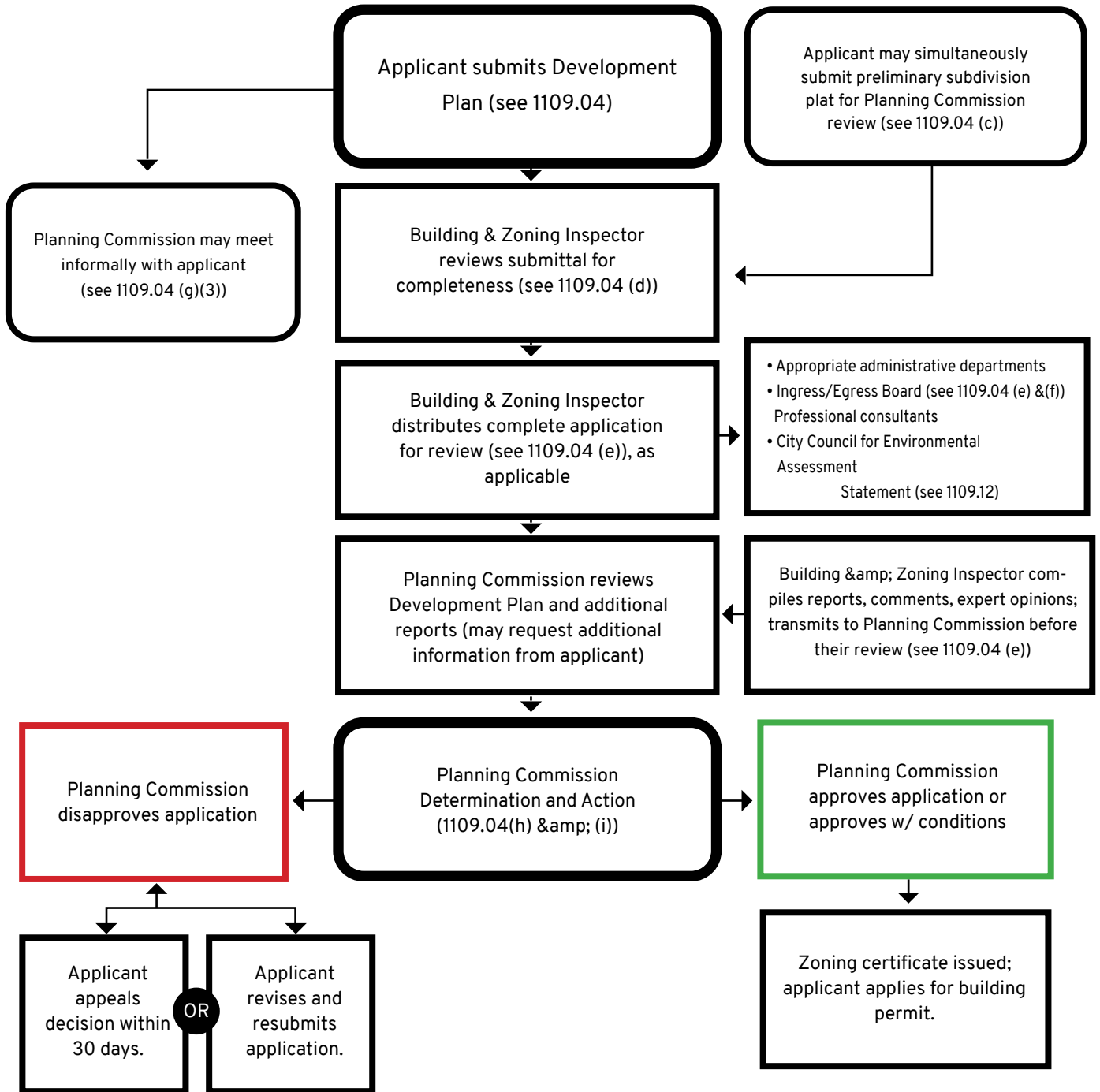
Signature \_\_\_\_\_

**Note:** Bring exterior material samples to initial meeting.

**Fee:** Residential \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Check No. \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_ Receipt No. \_\_\_\_\_

# City Of Willoughby Flow Chart For Development Plan Review Submittal



# **City Of Willoughby Development Plan Review List Of Fees**

The application fees for Planning Commission review of all development plans are as follows:

A. All developments in residential Districts except one or two-family detached dwellings and their appurtenant structures .....	\$100.00
B. All developments in business districts .....	\$125.00
C. All developments in industrial districts .....	\$125.00

## **Conditional or Similar Use**

Prior to advertising for public hearings before Planning Commission, the applicant/developer shall submit the following fees:

A. Conditional Use Permit .....	\$100.00
B. Similar Use Permit .....	\$100.00

## **Zoning Code Text or Map Amendment**

Prior to advertising for public hearings before Planning Commission, the applicant/developer shall submit the following fees:

A. Text Amendment .....	\$100.00
B. Zoning Map change .....	\$150.00

## **Application for Appeals or Variances**

Prior to advertising for public hearing before the Board of Zoning Appeals, the applicant shall submit a fee of One Hundred Dollars (\$100.00) which shall accompany the application for an appeal or variance.