

RESUBDIVISION APPROVAL APPLICATION

City of Cleveland Heights

Before proceeding with a change to the boundaries (a resubdivision) of any parcel of land in Cleveland Heights, it is necessary to obtain the approval of the **Planning Commission**. Planning Commission meetings are held on the second Wednesday of each month, with some adjustments for holidays, at 7:00 p.m., in City Council Chambers, on the second floor of City Hall. **Applications are due on the second Wednesday of the preceding month** (see page 4 for this year's dates).

Contacting the Planning and Development Department

Prospective applicants are strongly advised to consult with Planning Department staff before submitting an application. Staff members will explain the approval process and make applicants aware of the regulations that apply to their resubdivision proposals.

The department can be reached at 216-291-4878 or planning@clvhts.com. Beginning in early 2004, most application forms will be available on the City's website, www.clevelandheights.com.

Application process

The following materials should be included with all applications:

- (1) **the completed application form** (14 copies);
- (2) **a written description of the resubdivision being proposed** (14 copies);
- (3) **a plot map, drawn to scale in an 8-1/2-by-11 or 11-by-17 format, showing current and proposed parcel boundaries** (14 copies, see sample on page 3);
- (4) **letters from all affected properties owners stating their approval of the proposed resubdivision** (14 copies);
- (5) **proof of control of the affected properties by ownership, option, or lease** (1 copy); and
- (6) **a \$100 application fee** (checks should be made payable to the City of Cleveland Heights).

The application may be dropped off at our office on the first floor of City Hall or mailed to: City of Cleveland Heights, Dept. of Planning and Development, 40 Severance Circle, Cleveland Heights, OH 44118.

Public hearing and Planning Commission review

At the Planning Commission meeting, members of the staff and the applicant will make presentations regarding the proposed resubdivision. Neighbors, who will be notified in advance of the hearing by mail, and other interested parties will have the opportunity to comment during the public-hearing portion of the Planning Commission's meeting. The Planning Commission may grant or deny the request for a resubdivision, or it may postpone making a decision to consider or seek additional information. It is the Planning Commission's responsibility to make decisions based on the facts presented, within the framework set by the Zoning Code.

Resubdivision plat

Once Planning Commission approval is obtained for a resubdivision, the property owner is required to have a resubdivision plat prepared, on linen or Mylar, by a professional engineer or surveyor. In addition to descriptions of the new parcels, the plat should include the title of the resubdivision; locational information, including original township names and original lot numbers; scale, north arrow, and date; location of easements, if any; signature of the engineer or surveyor, including number and seal, who prepared the plat; signatures of the property owners accepting the plat with notary public affirmation; and the signatures of the City's Planning and Law Directors (see page 4).

After all signatures have been obtained, it is the property owners' responsibility to record the plat at the Cuyahoga County Recorder's Office, 1219 Ontario St., Cleveland. Once recorded, the original plat should be returned to the Planning Department.

RESUBDIVISION APPROVAL APPLICATION FORM

Please type or print clearly.

Project number _____

Date submitted _____

Contact information:

Applicant(s)	_____
Phone/fax/e-mail	_____
Address of subject property	_____
Mailing address of applicant	_____
Applicant's representative, if any	_____
Phone/fax/e-mail	_____
Address of representative	_____
Property owner, if different from applicant	_____
Phone/fax/e-mail	_____
Address of property owner	_____

Brief summary of proposed resubdivision (please attach detailed written description):

Supporting documentation (check all that apply):

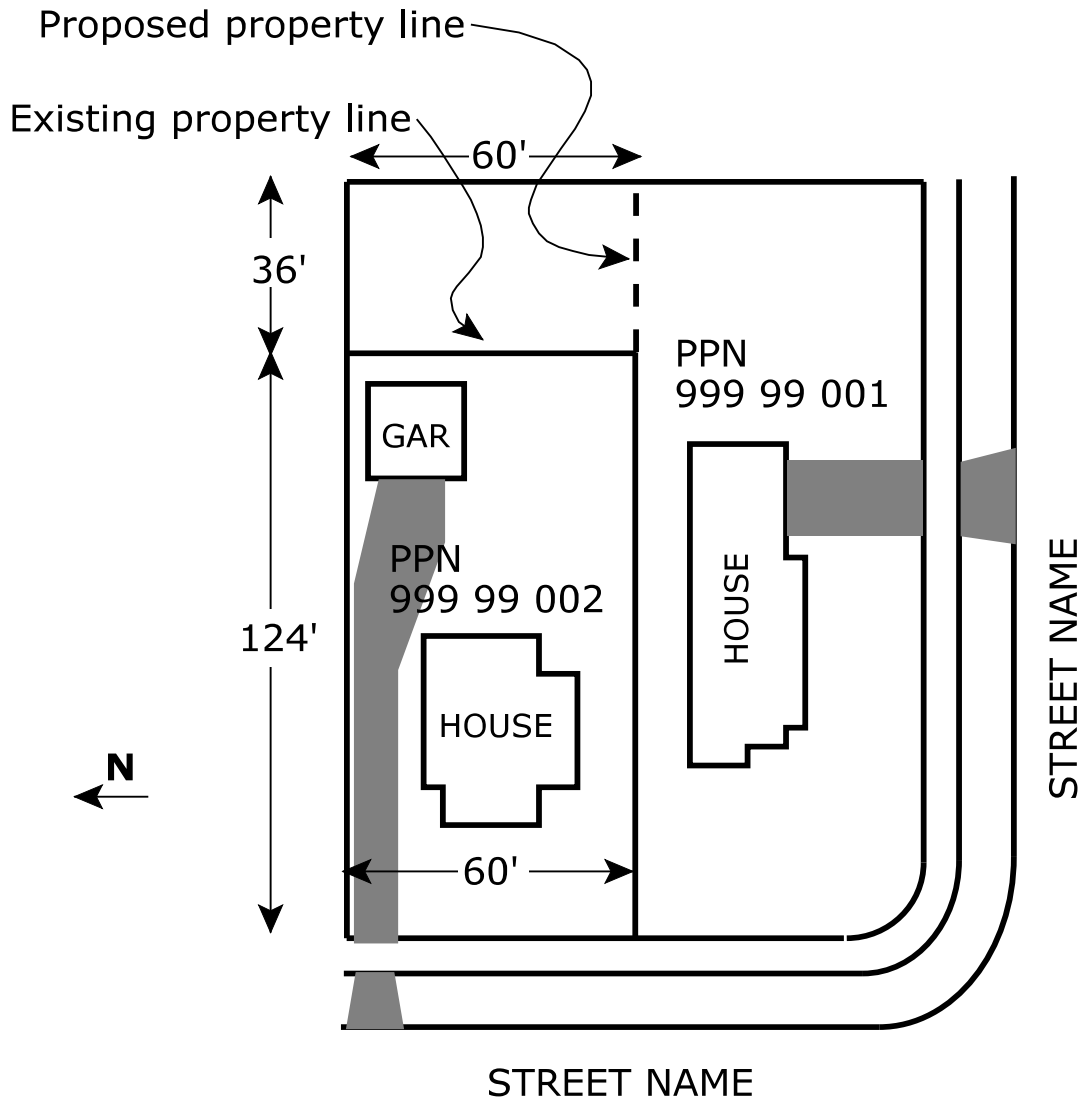
- _____ Detailed written description of proposed resubdivision (12 copies)
- _____ Proof of ownership, option, or lease agreement (1 copy)
- _____ Plot map (12 copies, drawn to scale)
- _____ Application fee check no. _____



Applicant's signature _____	Date _____
Please print name _____	

SAMPLE PLOT MAP

The plot map shown below is an example of the kind that should be included in an application to the Planning Commission for resubdivision approval. The map is drawn to scale, which means distances can be measured on the map, shows all important dimensions, and provides other orienting information, such as street names, permanent parcel numbers (PPNs), and the location of existing buildings on the subject properties. The scale of the plot map shown below is 1"=40'.



In the proposed resubdivision illustrated above, the property owners are proposing to split a 36-by-60-foot section off of permanent parcel number 999 99 001 and add it to the smaller parcel next door.

SIGNATURE ARRANGEMENT ON RESUBDIVISION PLAT

Signatures indicating City approval of the resubdivision are required on the resubdivision plat. The recommended format is as follows:

REQUIRED APPROVALS:

Approved by the Planning Commission of the City of Cleveland Heights, Ohio, on this ____ day of _____, 20____.

Secretary, Planning Commission

Approved by the Director of Planning and Development of the City of Cleveland Heights, Ohio, on this ____ day of _____, 20____.

Director of Planning and Development

Approved by the Director of Law of the City of Cleveland Heights, Ohio, on this ____ day of _____, 20____.

Director of Law

City of Cleveland Heights
PLANNING COMMISSION
MEETING DATES FOR THE YEAR 2010

Meetings are held on the second Wednesday of each month at 7:00 p.m., unless otherwise indicated, and are held in City Council Chambers on the 2nd floor of Cleveland Heights City Hall. Applications are due by 5:00 p.m. on the second Wednesday of the previous month.

The applicant or the applicant's representative must be present at the meeting.

<u>Meeting date</u>	<u>Application due date</u>
JANUARY 13	December 9, 2009
FEBRUARY 10	January 13
MARCH 10	February 10
APRIL 14	March 10
MAY 12	April 14
JUNE 9	May 12
JULY 14	June 9
AUGUST 11	July 14
*SEPTEMBER 7	August 11
OCTOBER 13	September 8
NOVEMBER 10	October 13
DECEMBER 8	November 10

*Moved to Tuesday due to holiday