

# CITY OF BEREA

## MUNICIPAL PLANNING COMMISSION 2021 SCHEDULE

<b>Submittal Deadline</b>	<b>Meeting Date</b>
<b>December 18, 2020</b>	<b>January 7, 2021</b>
<b>December 30, 2020</b>	<b>January 21, 2021</b>
<b>January 15, 2021</b>	<b>February 4, 2021</b>
<b>January 29, 2021</b>	<b>February 18, 2021</b>
<b>February 12, 2021</b>	<b>March 4, 2021</b>
<b>February 26, 2021</b>	<b>March 18, 2021</b>
<b>March 12, 2021</b>	<b>April 1, 2021</b>
<b>March 26, 2021</b>	<b>April 15, 2021</b>
<b>April 16, 2021</b>	<b>May 6, 2021</b>
<b>April 30, 2021</b>	<b>May 20, 2021</b>
<b>May 14, 2021</b>	<b>June 3, 2021</b>
<b>May 28, 2021</b>	<b>June 17, 2021</b>
<b>June 11, 2021</b>	<b>July 1, 2021</b>
<b>June 25, 2021</b>	<b>July 15, 2021</b>
<b>July 16, 2021</b>	<b>August 5, 2021</b>
<b>July 30, 2021</b>	<b>August 19, 2021</b>
<b>August 13, 2021</b>	<b>September 2, 2021</b>
<b>August 27, 2021</b>	<b>September 16, 2021</b>
<b>September 17, 2021</b>	<b>October 7, 2021</b>
<b>October 1, 2021</b>	<b>October 21, 2021</b>
<b>October 15, 2021</b>	<b>November 4, 2021</b>
<b>October 29, 2021</b>	<b>November 18, 2021</b>
<b>November 12, 2021</b>	<b>December 2, 2021</b>
<b>November 29, 2021</b>	<b>December 16, 2021</b>

**CITY OF BEREA**

**APPLICATION FOR HEARING BEFORE  
MUNICIPAL PLANNING COMMISSION**

Reason for Appearance before Planning Commission:

- |   |   |
|---|---|
| <input type="checkbox"/> Lot Split / <input type="checkbox"/> Consolidation | <input type="checkbox"/> Appeal/Reconsideration |
| <input type="checkbox"/> Razing (Demolition)                                | <input type="checkbox"/> Signage                |
| <input type="checkbox"/> Variance   | <input type="checkbox"/> Commercial Addition    |
| <input type="checkbox"/> Conditional Use                                    | <input type="checkbox"/> Commercial Building    |
| <input type="checkbox"/> Occupancy  | <input type="checkbox"/> Site Plan              |
| <input type="checkbox"/> Driveway Widening                                  | <input type="checkbox"/> Other _____            |

**Applicant's Information:**

Name _____	Email _____
Address _____	
Phone _____	Fax _____
Site Address _____	Permanent Parcel No. _____

**Owner's Information (if different from above):**

Name _____	Email _____
Address _____	
Phone _____	Fax _____

**Agent's information (if applicable):**

Name _____	Email _____
Address: _____	
Phone _____	Fax _____

***\*A copy of the meeting agenda will be sent to each email address provided.***

# MUNICIPAL PLANNING COMMISSION

## SUBMITTAL GUIDELINES

If any of these requirements are NOT met by the submittal deadline, you may be removed from the meeting agenda.

- 1) **SUBMITTAL DEADLINES:** Please review the Municipal Planning Commission schedule. Materials must be received in the correct format and by the submittal deadline, or they will not be added to the corresponding meeting agenda.
- 2) **SUBMITTAL PACKET:** All Submittal Packets must include the **Application for Hearing, Letter of Intent/Hardship** and a signed copy of this **Submittal Guidelines sheet** (*see signature line below*). Packets may also include some or all of the following: Site Plan, Elevations, Photographs, Color/Material Samples, Mylar and Legal Descriptions (*for Lot Splits and Consolidations*), all of which are explained in greater detail below.
- 3) **NUMBER OF COPIES:** 13 copies of the complete submittal packet, along with the appropriate fee, are required by the submittal deadline.
- 4) **LETTER OF INTENT/HARDSHIP:** The Letter of Intent must indicate your intentions, and if a Variance is required, a description of your **Practical Difficulties** as defined under Zoning Code Section 104.02. If you are requesting a Conditional Use, please cite evidence that the proposed use is consistent with the standards defined under Zoning Code Section 304.05. There is a 20 day waiting period after approval of a variance before a permit can be issued. This waiting period does not apply to the approval of a Conditional Use.
- 5) **SITE PLANS:** Site Plans should include the following: the size and location of set-backs, the size and location of onsite and offsite structures, a lighting plan, a landscape plan and a parking plan complete with identified spaces, thruways and driveways to public or private streets.
- 6) **DRAWINGS:** All drawings must be to scale, in ink, and show all pertinent dimensions.
- 7) **DRAWINGS FOR COMMERCIAL APPLICATIONS (except for signage):** Drawings 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 a Phase II Storm Water Plan (retention/detention facility - location and size).
- 8) **PHOTOGRAPHS:** Photographs of the site and neighboring properties are encouraged for every application, but may be brought to the meeting.
- 9) **LOT SPLITS/CONSOLIDATIONS:** 13 copies of the plat must be submitted, as well as the Mylar itself, by the meeting deadline. Written Legal Descriptions are also required.
- 10) **FEES:** Fees must be paid by either cash or check. **The application fee is separate from the permit fee.**
- 11) **MEETING REPRESENTATION:** The applicant, owner, agent or designated representative is required to be present at the Planning Commission meeting. If no one is present, the application will be tabled.

*\*Please sign below to acknowledge that you have reviewed the submittal guidelines listed above.*

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Signature of Applicant, Owner or Agent

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Date

# **BEREA MUNICIPAL PLANNING COMMISSION**

## **REVIEW FEES**

### **1) Residential: One, two, and three family dwellings**

<b>A.</b>	<b>Subdivision</b>	<b>\$35.00/lot</b>
<b>B.</b>	<b>Variance</b>	<b>\$50.00</b>
<b>C.</b>	<b>Conditional Use</b>	<b>\$100.00</b>
<b>D.</b>	<b>Planned Unit Development</b>	<b>\$100.00</b>
<b>E.</b>	<b>Other Residential Applications</b>	<b>\$35.00</b>

### **2) All other buildings**

<b>A.</b>	<b>Variance</b>	<b>\$75.00</b>
<b>B.</b>	<b>Conditional Use</b>	<b>\$150.00</b>
<b>C.</b>	<b>Planned Unit Development</b>	<b>\$150.00</b>
<b>D.</b>	<b>Business Sign</b>	<b>\$50.00</b>
<b>E.</b>	<b>Other applications, by building area</b>	
	<b>i. 4,000 square feet and less</b>	<b>\$250.00</b>
	<b>ii. 4,001 -10,000 square feet</b>	<b>\$300.00</b>
	<b>iii. 10,001 - 20,000 square feet</b>	<b>\$350.00</b>
	<b>iv. 20,001 - 50,000 square feet</b>	<b>\$500.00</b>
	<b>v. 50,001 square feet and greater</b>	<b>\$750.00</b>

### **3) Miscellaneous**

<b>A.</b>	<b>Zoning map amendment</b>	<b>\$50.00</b>
<b>B.</b>	<b>Public hearing bond</b>	<b>\$50.00</b>

**\*The City of Berea reserves the right to request additional bond money, should the cost of mailings exceed \$50.00.**