

# 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

## APPLICATION FOR SIGN PERMIT

### 1) Business's Information

Business Name _____
Address _____
Telephone Number _____ Fax Number _____
Email Address _____

### 2) Owner's Information

Owner's Name _____
Address _____
Telephone Number _____ Fax Number _____
Email Address _____

### 3) Sign Contractor's Information

Contractor and Company Name _____
Address _____
Telephone Number _____ Fax Number _____
Email Address _____

**PLEASE REFER TO THE CITY'S SIGN STANDARDS, AS DEFINED IN ZONING CODE CHAPTER 303**

Linear Frontage of Building \_\_\_\_\_

(If on a corner, please show a separate linear footage for each side that faces a public street)

Sign Dimensions \_\_\_\_\_

(Please show height from grade)

Square Footage of total surface area \_\_\_\_\_

(If the sign has multiple faces, please indicate square footage of each face)

If the sign is composed of individual letters, please state height of letters \_\_\_\_\_

Sign materials: \_\_\_\_\_

Sign mounting details: \_\_\_\_\_

Landscape plan: \_\_\_\_\_

Method of Illumination: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

11 Berea Commons  
Berea, OH 44017

**CITY OF BEREA**  
**Planning Commission & Sign Application**  
buildingdept@cityofberea.org

440-826-5812  
Fax: 440-826-4800

Date: \_\_\_\_\_ Owner's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Site Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Contractor's Registration: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ Contractor's Phone # \_\_\_\_\_

Contractor's Cell Phone# \_\_\_\_\_ Contractor's email: \_\_\_\_\_

Describe type of work being performed: \_\_\_\_\_

Total square footage of sign(s) \_\_\_\_\_

Variance	\$75.00	_____
Business Sign	\$50.00	_____
Total		_____

PERMIT # \_\_\_\_\_



***SIGN(s)***

Base Fee per structure: \$100.00

Plus a fee for each 10 square feet of \_\_\_\_\_ signage x \$5.00 \_\_\_\_\_

Sub Total: \_\_\_\_\_

3% BBS: \_\_\_\_\_

TOTAL \_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

# MUNICIPAL PLANNING COMMISSION

## SUBMITTAL GUIDELINES FOR SIGNAGE

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, Application for Sign Permit, Planning Commission & Sign Application** (*for the Building Department*), **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 and Color/Material Samples, 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 in Zoning Code Section 104.02. Please be aware that there is a 20 day waiting period after approval of a variance before a permit can be issued.
- 5) **SITE PLAN:** The site plan must detail the desired placement and position of the Sign.
- 6) **DRAWINGS:** We ask that you submit color photos and/or renderings of the proposed Sign, complete with all necessary measurements.
- 7) **COLOR & MATERIAL SAMPLES:** Color and material samples are required, but may be brought to the meeting.
- 8) **LANDSCAPE PLAN:** Ground mounted signs must include a detailed landscape plan, complete with the name and number of each type of planting. Landscaping requirements can be found in Section 303.19 of the Zoning Code.
- 9) **PHOTOGRAPHS:** Photographs of the site and neighboring properties are encouraged for every application, but may be brought to the meeting.
- 10) **FEES:** Fees must be paid by either cash or check. **The application fee is separate from the permit fee. Checks should be made payable to the "City of Berea".**
- 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.
- 12) **PLEASE NOTE:** Pole signs are **NOT** permitted in the City of Berea.

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

\_\_\_\_\_  
Signature of Applicant, Owner or Agent

\_\_\_\_\_  
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.**