

# CITY OF BEREA

## MUNICIPAL PLANNING COMMISSION 2023 SCHEDULE

Submittal Deadline	Meeting Date
December 16, 2022	January 5, 2023
December 30, 2022	January 19, 2023
January 13, 2023	February 2, 2023
January 27, 2023	February 16, 2023
February 10, 2023	March 2, 2023
February 24, 2023	March 16, 2023
March 17, 2023	April 6, 2023
March 31, 2023	April 20, 2023
April 14, 2023	May 4, 2023
April 28, 2023	May 18, 2023
May 12, 2023	June 1, 2023
May 26, 2023	June 15, 2023
June 16, 2023	July 6, 2023
June 30, 2023	July 20, 2023
July 14, 2023	August 3, 2023
July 28, 2023	August 17, 2023
August 18, 2023	September 7, 2023
September 1, 2023	September 21, 2023
September 15, 2023	October 5, 2023
September 29, 2023	October 19, 2023
October 13, 2023	November 2, 2023
October 27, 2023	November 16, 2023
November 17, 2023	December 7, 2023
December 1, 2023	December 21, 2023
December 15, 2023	January 4, 2024

Meetings will begin at 7:00p.m.

**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@cityofbera.org](mailto:buildingdept@cityofbera.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

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

### 2) All other buildings

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

### 3) Miscellaneous

A.	Zoning map amendment	\$50.00
B.	Public hearing bond	\$50.00

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