

CITY OF BEREA

MUNICIPAL PLANNING COMMISSION 2023 SCHEDULE

Submittal Deadlines (Must be submitted by NOON)	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

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. **For a lot split/consolidation, a pdf copy of the plat is required.**
- 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. **In addition, the plat must be submitted electronically in pdf format.**
- 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.*

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.