

CITY OF NORTH ROYALTON

PLAN REVIEW PROCESS

1. Application for building permits; discussion on procedures, etc.
2. Board of Zoning Appeals, if required. Meeting - 4th Monday of the month. Deadline 4 weeks prior to meeting on Tuesday, unless otherwise noted. 10 copies of plan required.
3. Planning Commission. Meeting 1st and 3rd Wednesday of the month unless otherwise noted. Deadline 19 days prior to meeting on Friday unless otherwise noted. Please check Schedule Dates.
 - 19 copies of site and subdivision plans.
 - 14 copies of residential splits/combinations.
 - 14 copies of commercial splits/combinations.
 - 20 copies of Conditional Use Permits.
4. Architectural Review Board ARB Meeting 2nd and 4th Monday of the month unless otherwise noted. Deadline as noted on Schedule. Color and material samples to be brought to the ARB Meeting.

NOTE: Deadline will be adhered to.

5. Review of final plan for permit. 5 copies of plan required.

NOTE: The Applicant or a Representative must be present at all official meetings.

**PLANNING COMMISSION SCHEDULE FOR 2010
 PLANNING COMMISSION MEETINGS HELD THE 1st and 3RD WEDNESDAY
 OF THE MONTH UNLESS OTHERWISE NOTED ***

**PLANNING COMMISSION MEETINGS HELD AT THE NORTH ROYALTON COUNCIL CHAMBERS,
 13834 RIDGE ROAD, NORTH ROYALTON, OHIO 44133**

OPEN CAUCUS 7:00 P.M.

OPEN MEETING 7:30 P.M.

DEADLINE DATE – FRIDAY

MEETING DATE

*Unless Otherwise Noted

*Unless Otherwise Noted

*December 16, 2009 Wednesday
 *January 4, 2010 Monday

January 6, 2010
 January 20, 2010

January 15, 2010
 January 29, 2010

February 3, 2010
 February 17, 2010

February 19, 2010
 March 5, 2010

*March 10, 2010 2nd. Wednesday
 *March 24, 2010 4th. Wednesday

March 19, 2010
 April 2, 2010

April 7, 2010
 April 21, 2010

April 23, 2010
 May 7, 2010

*May 12, 2010 2nd. Wednesday
 *May 26, 2010 4th. Wednesday

May 21, 2010
 June 4, 2010

*June 9, 2010 2nd. Wednesday
 *June 23, 2010 4th. Wednesday

June 18, 2010
 July 2, 2010

July 7, 2010
 July 21, 2010

August 20, 2010
 September 3, 2010

*September 8, 2010 2ndWednesday
 *September 22, 2010 4th Wednesday

September 17, 2010
 October 1, 2010

October 6, 2010
 October 20, 2010

October 22, 2010
 October 28, 2010

*November 10, 2010 2nd Wednesday
 November 17, 2010

November 12, 2010
 November 26, 2010

December 1, 2010
 December 15, 2010

December 17, 2010
 *December 30, 2010 Thursday

January 5, 2011
 January 19, 2011

ARCHITECTURAL REVIEW BOARD SCHEDULE FOR 2010
ARCHITECTURAL REVIEW BOARD HELD THE 2ND and 4TH MONDAY
OF THE MONTH UNLESS OTHERWISE NOTED *
ARCHITECTURAL REVIEW BOARD MEETINGS HELD AT THE
NORTH ROYALTON COUNCIL CHAMBERS,
13834 RIDGE ROAD, NORTH ROYALTON, OHIO 44133
OPEN MEETING 6:00 P.M.

DEADLINE DATE – FRIDAY *Unless Otherwise Noted	MEETING DATE
DECEMBER 16, 2009 * Wednesday JANUARY 4, 2010 * Monday	JANUARY 11, 2010 JANUARY 25, 2010
JANUARY 15, 2010 JANUARY 29, 2010	FEBRUARY 8, 2010 FEBRUARY 22, 2010
FEBRUARY 19, 2010 MARCH 5, 2010	MARCH 8, 2010 MARCH 22, 2010
MARCH 19, 2010 APRIL 2, 2010	APRIL 12, 2010 APRIL 26, 2010
APRIL 23, 2010 MAY 7, 2010	MAY 10, 2010 MAY 24, 2009
MAY 21, 2010 JUNE 4, 2010	JUNE 7, 2010 * First Monday JUNE 21, 2010 * Third Monday
JUNE 18, 2010 JULY 2, 2010	JULY 12, 2010 JULY 26, 2010
AUGUST 20, 2010 SEPTEMBER 3, 2010	SEPTEMBER 13, 2010 SEPTEMBER 27, 2010
SEPTEMBER 17, 2010 OCTOBER 1, 2010	OCTOBER 11, 2010 OCTOBER 25, 2010
OCTOBER 22, 2010 OCTOBER 28, 2010	NOVEMBER 8, 2010 NOVEMBER 22, 2010
NOVEMBER 12, 2010 NOVEMBER 26, 2010	DECEMBER 6, 2010 DECEMBER 20, 2010
DECEMBER 17, 2010 DECEMBER 30, 2010 * Thursday	JANUARY 10, 2011 JANUARY 24, 2011

**CITY OF NORTH ROYALTON
REQUIRED ARCHITECTURAL INFORMATION
FOR SIGNS, BUILDINGS, BUILDING AND SIGNS**

The following are guidelines for your appearance before the Architectural Review Board and Planning Commission.

Signs

To established criteria of City requirements.

Scaled site plan showing location of sign.

Scaled color elevation of sign showing actual colors and actual message.

Indicate font, shape and sign colors or box sign.

Front and side elevations, including existing walls that are visible in relationship to the proposed signs. Show all lettering, all to scale, all as per established criteria.

Show fixture cut of proposed lighting on sign.

Indicate base material.

Planting list – example - see next sheet.

Buildings

To established criteria of City requirements.

All exterior elevations, to scale, to established criteria. This can also be met by submission of a perspective rendition. Submit exterior samples, colors of all materials.

Site plan indicating all intended design items also including future planning were apropos and sign positions, if any.

Floor plans.

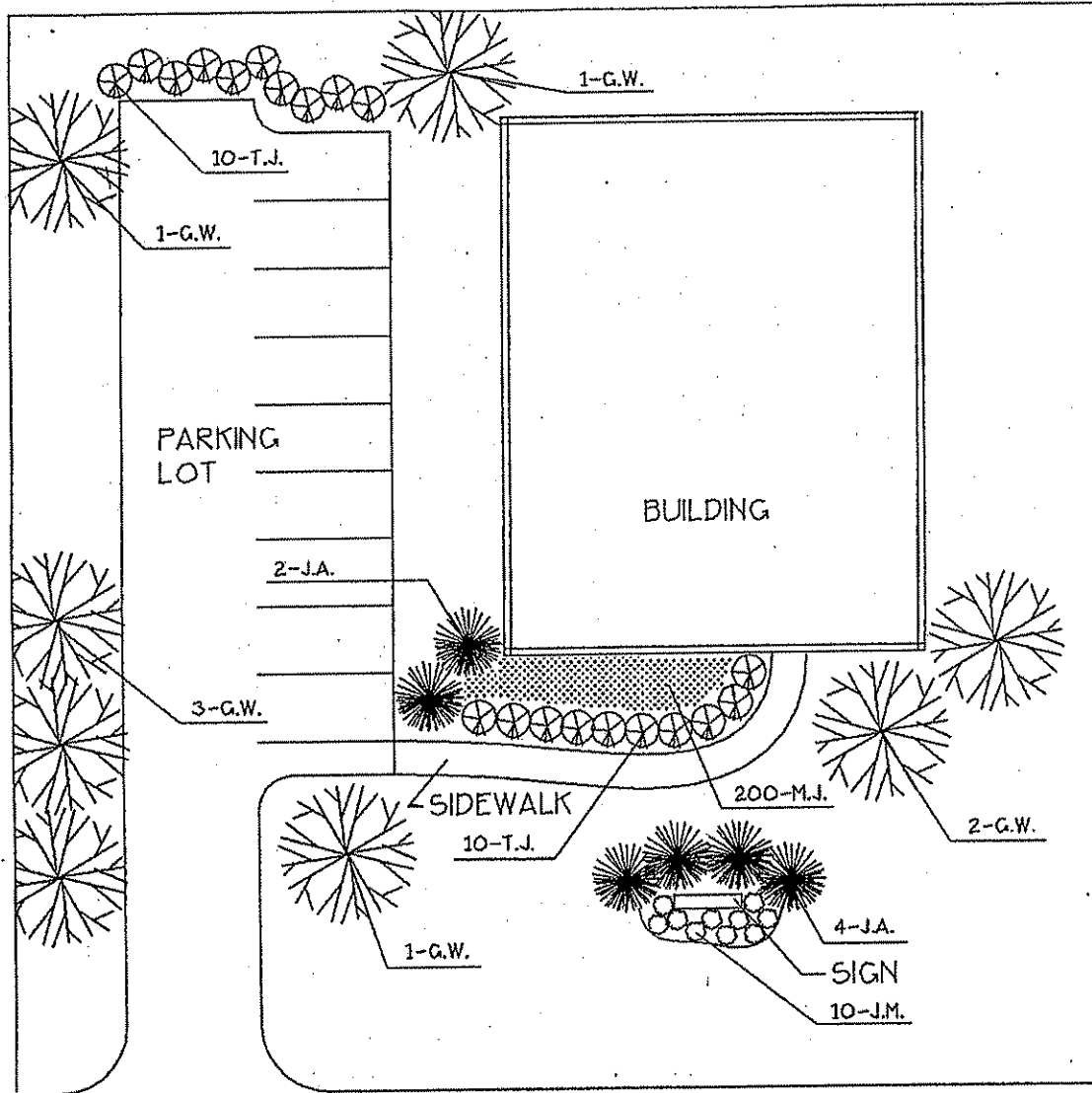
Buildings and Signs

Indicate compatibility with surrounding area by drawing representation or photographs. This includes exterior design, esthetics, etc.

Submit exterior samples, colors of all materials. Show fixture cut of proposed lighting on site. Submit samples of uncommon materials. The Architect is the judge of what is uncommon. What is common would include: conventional wood and plywood, face brick (except for color), shingles of fiberglass, asphalt, etc., (except for color), etc.

** The above requirements constitute a minimum submittal. **

** Failure to meet these requirements will automatically constitute non-approval of the submission.



MAIN STREET

LANDSCAPING PLAN

SCALE



PLANT LIST

KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE/CAT	PLANTING CONDITION
G.W.	8	GEO WASHINGTON	FIRST TREE	2' CAL.	B+B
J.A.	6	JOHN ADAMS	RED ADAMS	6' HT	B+B
T.J.	20	TOM JEFFER	TOM SHRUB	24" HT.	CONTAINER
J.M.	10	JIMI MADISON	JIMI SHRUB	18" HT.	CONTAINER
M.J.	200	MONROE JAMES	LOW MONROE	12' SPREAD	B+B

2.22.73 SUBMITTED FOR SUBMISSION OF LANDSCAPING DATA TO THE PLANNING COMMISSION. SKETCH BY MR. PRIEST. ROBERT J. BRADY, ARCH. AL-1

**CITY OF NORTH ROYALTON
REQUIRED INFORMATION FOR SITE PLANS**

GENERAL INFORMATION

- Name of development; name, address and telephone number of owner, architect, or engineer.
- Street address, permanent parcel number.
- North arrow, date.
- Scale to be appropriate, sheet size 24" x 36".
- Location map, or indicate nearest intersection.
- Any additional information as required by City Engineer.

EXISTING CONDITIONS

- Zoning on the site and adjacent to the site.
- Location and grade of buildings on adjacent sites.
- Utilities on and adjacent to site, including size of storm and sanitary sewers, water lines, and hydrant locations.
- Existing roads, sidewalks.
- Topography at contour intervals of no more than 2'.
- Centerline elevations of adjacent street(s), and bench mark.
- Bearings and distances of property lines.
- Lot area calculations.
- Adjacent property ownership.
- Existing easements.
- Legend for all symbols used on plans.
- Any additional information as required by City Engineer.

PROPOSAL

- Location, type, use and dimensions of all structures, including signs, fences, dumpster enclosures.
- Finished floor and yard grades.
- Final contours.
- Statement on calculations for required parking spaces.
- Parking spaces and aisles, including typical dimensions.
Concrete curb or precast concrete barriers at pavement perimeter.
- Paving specifications, including concrete aprons.
- Exterior lighting.
- Floor plans.
- Elevation views.
- Landscape material.
- Proposed storm, sanitary, and water lines with all appropriate details and classification of materials.
- Drainage calculations.
- Sidewalk.
- Legend for all symbols used on plan.
- Any additional information as required by City Engineer.

CITY OF NORTH ROYALTON

SUBDIVISION PLAN APPROVAL PROCESS

1. SKETCH PLAN APPROVAL BY PLANNING COMMISSION

Location map
Street and lot layout
Utilities
Topographic data

2. PRELIMINARY PLAN APPROVAL BY PLANNING COMMISSION

Location map
Street and lot layout
Utilities
Topographic data
Proposed retention of stormwater
Street grades
Typical cross sections
Dimensions
Easements
Building setback lines

3. IMPROVEMENT PLAN APPROVAL BY CITY ENGINEER (AFTER STEP 2)

$\frac{1}{2}$ Engineering Review Fee submitted prior to review

Easements approved by Council

Ohio EPA approval

City of Cleveland Water Department approval

Items to be included in plan:

- A. Existing and proposed grades (after houses in)
- B. Required swales and yard basins
- C. Complete drainage.
- D. Proposed garage floor elevations or finished grade elevation
- E. Arrows to indicate drainage flow
- F. Required scale to be 1"-50'
- G. Maximum driveway grades of 10%. Special consideration for steeper grades
- H. Soil erosion plan
- I. Any supplemental data as may be required
- J. The plan shall include the statement that "There has been no diversion of Storm Water"
- K. All appropriate details shall be provided
- L. Basement elevations to be indicated on sewer profiles
- M. General Notes
- N. All calculations
- O. $\frac{1}{2}$ Engineering Review Fee upon approval

4. CONSTRUCTION PHASE

Pre-construction Meeting

Construction as per plan

Sewer tests

Sewer Film

City of Cleveland Water Department acceptance

Grading, paving, major swales, retention basins, CEI, OBT, and street signs.

5. DEDICATION

Items needed:

- A. Improvements to be installed
- B. 500-scale plat
- C. Title insurance
- D. 10% 2-yr maintenance bond
- E. Sidewalk bond
- F. Plat
- G. Recreation fee or land set aside for recreation
- H. Developer's engineer's estimate for work not done (bond)

Procedure:

- A. Ordinance introduced by Council
- B. Referred to Planning Commission and Street Committee
- C. Action by Council
- D. Upon dedication, building permits may be issued

NOTE: Meeting dates are:

Council - 1st and 3rd Tuesday - Deadline Wednesday prior to meeting.

Planning Commission - 1st and 3rd Wednesday - Deadline 19 days prior Friday, unless otherwise noted.

Architectural Review Board - 2nd and 4th Monday - Deadline as noted on Schedule.

Streets Committee - 1st Monday or 1st Thursday - Check City Calendar.

CITY OF NORTH ROYALTON
ADMINISTRATIVE PROCEDURES
FOR PRELIMINARY REVIEW

(1) MAKE APPLICATION TO BUILDING DEPT./ENGINEERING DEPT.

(A) Application shall be filled out completely.

(B) Application submitted to Building Department with two complete sets of plans of proposed building or structure. Plot Plan showing:
Building location and setbacks, width of each side yard, rear yard size,
distance from side lot lines to all building on adjacent lots.

NOTE: Complete Plot Plans are required before final review and recommendation by and approval of Planning Commission, City Engineer and Building Department. Number of sets of drawings as indicated by Planning Commission requirements.

(2) PLANS REVIEWED BY CITY ENGINEER & BUILDING COMMISSIONER FOR DETERMINATION OF COMPLIANCE WITH ZONING CODE.

(A) If variances are required - Board of Zoning Appeals.

(B) If use is proper - Planning Commission/Architectural Review Board.

(C) If Conditional Use Permit is required - Planning Commission and Council.

(D) Determination of Similar Use - Planning Commission and Council.

FOR FINAL REVIEW

(3) IF USE IS PROPER AND NO VARIANCES ARE REQUIRED OR IF VARIANCES HAVE BEEN GRANTED:

(A) Application to Planning Commission/Architectural Review Board.

(B) If application is for final approval, appearance before Planning Commission is required.

(C) See attachment for information to be supplied on plans.

(4) AS PER SECTION 1420.03 OF NORTH ROYALTON CODIFIED ORDINANCES, REQUIRED DRAWINGS FOR THE BUILDING OR STRUCTURE FOR COMPLIANCE WITH THE OHIO BASIC BUILDING CODE, CURRENT EDITION.

FINAL PLAN SUBMISSION CHECKLIST

Consultant/owner shall return copy of this form properly noted as completed or not applicable with plan submission.

PROJECT _____ ENGINEER _____

GENERAL INFORMATION

- _____ Name of development; name, address and telephone number of owner, architect, or engineer.
- _____ Street address, permanent parcel number.
- _____ North arrow, date.
- _____ Scale to be appropriate, sheet size 24" x 36".
- _____ Location map, or indicate nearest intersection.
- _____ Any additional information as required by City Engineer.

EXISTING CONDITIONS

- _____ Zoning on the site and adjacent to the site.
- _____ Location and grade of buildings on adjacent sites.
- _____ Utilities on and adjacent to site, including size of storm and sanitary sewers, water lines, and hydrant locations.
- _____ Existing roads, sidewalks.
- _____ Topography at contour intervals of no more than 2'.
- _____ Centerline elevations of adjacent street(s), and bench mark.
- _____ Bearings and distances of property lines.
- _____ Adjacent property ownership.
- _____ Existing easements.
- _____ Legend for all symbols used on plans.
- _____ Any additional information as required by City Engineer.

PROPOSAL

- _____ Location, type, use and dimensions of all structures, including signs, fences, dumpster enclosures.
- _____ Finished floor and yard grades.
- _____ Final contours.
- _____ Statement or calculations for required parking spaces.
- _____ Parking spaces and aisles, including typical dimensions.
- _____ Concrete curb or pre-cast concrete barriers at pavement perimeter. Sidewalk.
- _____ Paving specifications, including concrete aprons.
- _____ Proposed storm, sanitary, and water lines with all appropriate details and classification of materials.
- _____ Drainage calculations/Stormwater Retention.
- _____ Legend for all symbols used on plan.
- _____ Any additional information as required by City Engineer.

CITY OF NORTH ROYALTON, OHIO

APPLICATION TO PLANNING COMMISSION/ARCHITECTURAL REVIEW BOARD

DATE: _____ PC MEETING DATE: _____

ARB MEETING DATE: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____
Street City & State Zip

PHONE NUMBER: _____

PROPERTY OWNER: _____ PHONE NUMBER: _____

ADDRESS OF OWNER: _____
Street City & State Zip

REQUEST IS MADE FOR: PPN _____ STREET LOCATION: _____

A. PLANNING COMMISSISON/ARCHITECTURAL REVIEW BOARD

1. SUBDIVISION OF PROPERTY:

Submittal shall include 14 copies of a residential plot plan and 14 copies of industrial and commercial plot plans.

- a. Parcel Split (one) \$50.00
- b. Parcel Split (two through five) \$80.00

2. SITE PLAN REVIEW:

Submittal shall include 19 copies of a site plan or subdivision plan per Zoning Code Chapter 1262.05, (b) "Required Drawings and Other Information", and Codified Section 214.07, (c) "Fees in the Planning and Zoning Code". Site Plan Approval for Public Facility, Shopping Center, and General Industrial Zoning expires after one year if not followed through by proper procedure. Subdivision approval expires after one year if not followed through by proper procedure.

Residential

Subdivision	\$10.00 per lot
Plex	\$25.00 per unit
Apartment-Townhouse	\$25.00 per unit
Motel	\$25.00 per unit
Planned Unit Development	
Single Family	\$10.00 per unit or lot
Multi-Family	\$25.00 per unit

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SITE PLAN REVIEW:

Commercial

4,000 sq. ft. and less	\$200.00
4,001 sq. ft. to 10,000 sq. ft.	\$250.00
10,001 sq. ft. to 20,000 sq. ft.	\$300.00
20,001 sq. ft. to 50,000 sq. ft.	\$400.00
50,001 sq. ft. and greater sq. ft.	\$600.00

Industrial

5,000 sq. ft. and less sq. ft.	\$200.00
5,001 sq. ft. to 15,000 sq. ft.	\$250.00
15,001 sq. ft. to 30,000 sq. ft.	\$300.00
30,001 sq. ft. to 70,000 sq. ft.2	\$400.00
70,001 sq. ft. and greater sq. ft.	\$600.00

3. CONDITIONAL USE PERMIT

a. Residential District	\$ 75.00
b. Public Facilities District	\$125.00
c. Multi-Family District	\$125.00
d. Business District	\$150.00
e. Industrial District	\$175.00

4. ARCHITECTURAL REVIEW BOARD

Residential, Plex, Apartments, Townhouse, Motel, Planned Unit Development	\$175.00
Site Plan Review - Commercial/Industrial	\$125.00

5. MISCELLANOUS \$ 50.00

- B. Any Applicant requesting a special meeting by the Planning Commission may request same and shall pay a fee of three hundred dollars (\$300.00) for services rendered.
- C. Any extra costs or additional work performed by the Law Department or Municipal Engineer or any other department of the Municipality, including, but not limited to engineering and architectural services, in connection with the matter contained in the application, shall be added to the application fee and the applicant shall bear all additional expenses.

ALL FEES PAYABLE SUBJECT TO CODIFIED ORDINANCE 214.07

An application to the City shall be accompanied by cash, or check in the amount of the fee prescribed above, made payable to the CITY OF NORTH ROYALTON. All fees shall be nonrefundable.

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Planning Commission applications shall be accompanied by a letter describing request such as; general description of the lot, size and number of acres, existing building (remaining or to be removed), intended usage, estimated cost of development, estimate starting date, estimated completion date, sanitary and storm sewers and water proposed and all information pertinent to the project.

If the property involved is not registered in the same name in the County records as property owner on application, or an agent or representative applies written notarized consent from the property owner must be presented with the application. Property owners and applicants shall attend all meetings.

Explanation of Application: _____

Signature

OFFICE USE ONLY

Referred to: _____ Date: _____

Reason: _____

Date Passed: Plan. Com. _____ Council _____

Date Tabled: _____ Date Rejected: _____

Fee: _____ Receipt No.: _____

"ALL PUBLIC MEETINGS HELD BY THE CITY OF NORTH ROYALTON COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) REGULATIONS".