



City of Macedonia

The Crossroads of Northeast Ohio

9691 Valley View Road • Macedonia, Ohio 44056
(330) 468-8360 • FAX (330) 468-8396

Building/Engineering/Zoning/Planning Department

PLANNING COMMISSION REQUIREMENTS and MEETING DATES

1. Macedonia Planning Commission Application and fee.
2. When applying for a hearing, please furnish THREE sets of sketches, maps, drawings, descriptions, or photographs of the property in question.
3. **THREE** copies of site plans are required and are to be **FOLDED**, not rolled. Rolled plans will not be accepted; 11x17 is preferred for Planning Commission review only.
4. An electric copy must be submitted to sroganish@macedonia.oh.us.
5. If new construction is involved, a lighting and landscape plan should be prepared and submitted. The signage plan should be prepared and submitted separately.
6. Submittal by the due date does not guarantee a place on the agenda for the next meeting. The Building Commissioner determines the meeting date after reviewing the plans submitted.
7. The applicant will be emailed or contacted by phone with additional fees that may be required.
8. The applicant will be notified by email of the meeting date and the agenda will be attached.
9. The applicant may receive emailed memos with comments from the City Planner, City Engineer, City Architectural Advisor, and the City Fire Inspector. These documents will be reviewed and discussed at the meeting.
10. Attendance at the meeting is not required, but highly recommended. This is the opportunity to answer any questions that the Planning Commission might have.
11. Permit fees are not included in Planning Commission fees and will be determined only after approval.

Please submit application, plans, and payment to:

**Macedonia Building Department
9691 Valley View Road
Macedonia, Ohio 44056**



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APPLICATION FOR HEARING BEFORE THE MACEDONIA PLANNING COMMISSION

ALL PLANS FOR SUBMITTAL MUST BE FOLDED. NO ROLLED PLANS WILL BE ACCEPTED.

DATE OF APPLICATION: _____

LOCATION OF PROPERTY INVOLVED: _____

NATURE OF REQUEST: _____

APPLICANT NAME & PHONE: _____

APPLICANT ADDRESS: _____

APPLICANT EMAIL ADDRESS: _____

APPLICANT SIGNATURE: _____

NOTES:

MEETING DATE: _____ FILING FEE _____ ESCROW REQUIRED _____

Deadline for submitting applications is 21 DAYS prior to meeting date. When applying for a hearing, please furnish THREE sets of sketches, maps, drawings, descriptions, or photographs of the property in question. THREE copies of the site plan are required. PLANS MUST BE FOLDED, NOT ROLLED. No rolled plans will be accepted. 11x17 is acceptable for Planning Commission review only. If new construction is involved, a landscape and signage plan should be prepared. This application is for the purpose of scheduling and planning the time of the Macedonia Planning Commission. It is the Commission's desire to serve each applicant with a minimum of delay.

PLEASE NOTE: PERMIT FEES ARE NOT INCLUDED IN THE FILING FEE. ADDITIONAL FEES MAY BE REQUIRED.

The Macedonia Planning Commission meets on the 3rd Monday of each month.

Make checks payable to:
City of Macedonia

Please submit plans to:
Macedonia Building Department
9691 Valley View Rd.
Macedonia, OH 44056



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PLANNING COMMISSION

Meeting Dates

2026 MEETING DATES	DEADLINE FOR SUBMITTAL
January 12, 2026	December 19, 2025
February 9, 2026	January 16, 2026
March 16, 2026	February 20, 2026
April 20, 2026	March 27, 2026
May 18, 2026	April 24, 2026
June 15, 2026	May 22, 2026
July 20, 2026	June 26, 2026
August 17, 2026	July 24, 2026
September 21, 2026	August 28, 2026
October 19, 2026	September 25, 2026
November 16, 2026	October 23, 2026
December 21, 2026	November 27, 2026

ALL APPLICATIONS MUST BE SUBMITTED BY THE DEADLINE: NO EXCEPTIONS

ALL SETS MUST INCLUDE:

3 Hard Copies, 1 Digital (emailed) 11 x 17

Planning Commission Application with payment

Contact information and emails for those to be notified of meeting or any changes