

# Planning Commission Packet

## Requirements

- When applying for a hearing, please furnish THIRTEEN sets of sketches, maps, drawing, descriptions, or photographs of the property in question.
- THIRTEEN copies of site plans are required and to be FOLDED not rolled. Rolled plans will not be accepted
- If new construction is involved, a landscape and signage plan should be prepared and submitted.
- 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.
- The applicant will be emailed or contacted by phone with additional fee's that may be required.
- The applicant will be notified by email of meeting date and the agenda will be attached.
- The applicant may be emailed memos with comments from the City Planner, City Engineer, City Architectural Advisor, and the City Fire Inspector "these will be reviewed and discussed at the meeting"
- Attendance to the meeting is not required, but highly recommended. (This is the chance to answer any questions that the Planning Commission might have).
- Permit fees are not included in Planning Commission fees and will be determined only after approval.



**City of Macedonia**  
**Building, Engineering, Zoning & Planning Dept.**

*The Crossroads of Northeast Ohio*

9691 Valley View Road ° Macedonia, Ohio 44056

330 / 468-8360 ° Fax: 330 / 468-8396

**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:** \_\_\_\_\_

Deadline for submitting applications is 21 DAYS prior to meeting date. When applying for a hearing, please furnish THIRTEEN sets of sketches, maps, drawings, descriptions, or photographs of the property in question. THIRTEEN copies of the site plan are required. PLANS MUST BE FOLDED, NOT ROLLED. No rolled plans will be accepted. 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 3<sup>rd</sup> 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

**PLANNING COMMISSION**  
**2020**

**2018 MEETING DATES**

**DEADLINE FOR SUBMITTALS**

January 13, 2020	December 16, 2019
February 10, 2020	January 21, 2020
March 16, 2020	February 18, 2020
April 20, 2020	March 23, 2020
May 18, 2020	April 17, 2020
June 15, 2020	May 22, 2020
July 20, 2020	June 22, 2020
August 17, 2020	July 27, 2020
September 21, 2020	August 24, 2020
October 19, 2020	September 28, 2020
November 16, 2020	October 26, 2020
December 21, 2020	November 23, 2020

All applications, plans, and fees must be submitted by the deadline. No exceptions.

\*All sets must include:

13 copies of folded plans (not rolled)

An application with Planning Commission payment

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

*\*Please submit applications and plans to:*

Macedonia Building Department

9691 Valley View Road

Macedonia, Ohio 44056