



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. **THIRTEEN** sets of sketches, maps, drawings, descriptions, or photographs of the property in question.
3. **THIRTEEN** copies of site plans are required and are to be **FOLDED**, not rolled. Rolled plans will not be accepted.
4. If new construction, a landscape and signage plan should be prepared and submitted.
5. 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.
6. The applicant will be emailed or contacted by phone with additional fees that may be required.
7. The applicant will be notified by email of the meeting date and the agenda will be attached.
8. 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.
9. Attendance at the meeting is not required, but highly recommended. This is the opportunity to answer any questions that the Planning Commission might have.
10. Permit fees are not included in Planning Commission fees and will be determined only after approval.

Please submit application and plans to:
Macedonia Building Department
9691 Valley View Road
Macedonia, Ohio 44056



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PLANNING COMMISSION

Meeting Dates

2021 MEETING DATES	DEADLINE FOR SUBMITTAL
January 11, 2021	December 18, 2020
February 8, 2021	January 15, 2021
March 15, 2021	February 19, 2021
April 19, 2021	March 26, 2021
May 17, 2021	April 23, 2021
June 21, 2021	May 28, 2021
July 19, 2021	June 25, 2021
August 16, 2021	July 23, 2021
September 20, 2021	August 27, 2021
October 18, 2021	September 24, 2021
November 15, 2021	October 22, 2021
December 20, 2021	November 29, 2021

ALL APPLICATIONS MUST BE SUBMITTED BY 3 P.M. ON THE DUE DATE: NO EXCEPTIONS

ALL SETS MUST INCLUDE:

13 copies of folded plans (not rolled)

Planning Commission Application with payment

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

★ Service ★ Commitment ★ Pride ★



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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.

Address of Property Involved: _____

Nature of Request: _____

Applicant Name: _____ Phone: _____

Applicant Address: _____

Applicant Email Address: _____

Applicant Signature: _____ Date: _____

Notes: _____

Meeting Date: _____ Filing Fee: _____

Deadline for submitting applications is **21 DAYS** prior to the 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 plans are required. **PLANS MUST BE FOLDED, NOT ROLLED**. No rolled plans will be accepted. If new construction is involved, the 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 Commissioner'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

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