



PLANNING COMMISSION MEETING & PLAN APPROVAL PROCEDURE

1	Contact Planning Department (330-689-2811) to schedule an informal review with the Planning Department and other appropriate staff.
2	Fill out Planning Commission hearing application and pay application fee - check to be made payable to City of Stow .
3	Submit required plans, drawings and other information listed on page 4 of the Planning Commission Application according to the Meeting Schedule on page 5. <i>Please note that the Planning Commission meeting schedule reflects the typical <u>minimum</u> time period (2 weeks) between the application submission and the Planning Commission hearing. More time may be required depending on the complexity of the project, the amount of prior plan review and communication between the applicant and staff.</i>
4	Plans are reviewed by Planning, Building, Engineering and Fire Department staff. All feedback will be provided to the applicant.
5	Planning Commission Meeting - applicant or representative should be present. Planning Commission normally meets the 2 nd and 4 th Tuesday of each month. [See Sche.
6	Planning Committee of Council Meeting - applicant or representative should be present. Planning Committee normally meets prior to the Council meeting. [See Schedule - page 5]
7	If request is approved, legislation may be signed in the Council office and application is then made to the Building Department to secure the necessary permits.
8	Submission of final engineering and construction plans to the City Engineer, Building and Fire Department for approval, if required.

Planning & Zoning Permit Application

Sara Kline, Mayor

Department of Planning & Development • 3760 Darrow Road • [330] 689-2819 • [330] 689-2827 [fax] • rkurtz@stow.oh.us

Please complete Parts 1 & 2, then complete relevant section of under Part 3 depending on application type.

Part 1 – Application Type

Date

PLANNING COMMISSION	SIGN - TEMPORARY	SIGN - PERMANENT
TEMPORARY COMMERCIAL SALES	HOME OCCUPATION	

Part 2 – Applicant/Business/Property Owner Information

Applicant		
	Printed Name	Signature
Company Name		
Address		
E-mail		Phone #
Project / Business Name		
Project Address & Unit #		
Property Owner (Printed Name & Company)		
Property Owner Signature*		Phone #

**Authorization letter may be substituted for signed form*

Part 3

A. Planning Commission Hearing

Nature of Request	
Reason for Emergency Legislation (Required)	

B. Signs

Permanent Sign	Temporary (Mobile)	Temporary (Banner)			
Date of Installation	Date of Removal				
#	Location (east wall, etc.)	Area of Sign (sq. ft.)	Height (feet)	Setback from R.O.W.	Setback from Side Lot line

C. Temporary Commercial Sales

Location and Nature of Sale of Goods				
Dates of Sale	Start Date		End Date	
Business Hours of Sale	Start		End	
Please attach a site plan showing location of goods for sale, and if property owner has not signed Part 2 of this application, please attach the property owner's permission.				
ALLOW AT LEAST TEN (10) WORKING DAYS FROM SUBMISSION OF APPLICATION TO APPROVAL.				

D. Home Occupation

Type of Business				
	Initial		Renewal	
Approximate Area of Home Occupation Use (sq. ft.)				
Will there be storage of material or warehousing on-site?				
If so, please describe the type and quantity of material to be stored				
Will there be any employees who are not residents?		Yes	If yes, how many?	No
Will there be customers visiting the residence?		Yes	If yes, by appointment?	No

To be completed by Department staff

Date:		Fee:		Date Paid:		Zoning District:	
Inspections Required/Copies Sent to:		Planning		Engineering		Building	
		Zoning		Police		Fire	
Date & Time Inspections:							
Inspector:							
Required Attachments Submitted:		Map/Site Plan		Written Permission			
Permit Approval:	<i>Signature & Date</i>						
Comments/Conditions							

PLANNING COMMISSION HEARING REQUIREMENTS

1) Number of paper copies of plans required:

- 10 Total**
- 3 Full-size (minimum 1"=50')**
- 7 Reduced (11" by 17")**

The paper copies should be collated, folded & stapled.

Site Plan Checklist Summary

- (a) Site Plan including adjacent lot lines, buildings, parking and drives
- (b) Landscape Plan showing existing/proposed vegetation and any mounding
- (c) Grading Plan including existing/proposed topography
- (d) Storm Water Management Plans
- (e) Legal description [for amendments to the Zoning Map]
- (f) Lighting/Photometric Plan
- (g) Building Elevations with exterior material notations
- (h) Other features necessary for the evaluation of the development plan as deemed necessary by the Planning Director or Planning Commission. (Requirements may be waived by the Planning Director depending on the nature of the application)

2) Digital Version of Site Plan and Other Information Required:

- (a) CAD files* of site plan, grading, landscaping and utility information
[DWG format, AutoCAD 2000 version or newer]
- (b) PDF files of the proposed building elevations and the plans noted above.

Please email files to: sgibbons@stow.oh.us and / or rkurtz@stow.oh.us or submit on CD.

3) Rezoning Requests will require a legal description of the property.

***CAD file requirements**

*CAD file(s) should be internally registered in the following coordinate system:
NAD 1983 STATEPLANE OHIO NORTH FIPS 3401 (FEET).*

The City of Stow can provide parcel data with which to geo-reference CAD files.

Within the drawing, each layer should contain exactly one type of feature or element, and all related features should be on that layer. For example, all sanitary manholes should be on one layer, and sanitary lines on another. Layer names should be descriptive – soil, stormMH, 10ftContours, not 1,2 etc.)

Non-geographic features (borders, arrows, etc.) should be on a separate layer. File names should accurately reflect file contents; for example, Landscape.dwg rather than 345-CLS.dwg.

City of Stow Planning Department (330) 689-2819 fax (330) 689-2827

2017 PLANNING COMMISSION MEETING SCHEDULE

Schedule subject to change

Please note that the Planning Commission meeting schedule reflects the typical minimum time period (2 weeks) between the application submission and the Planning Commission hearing. More time may be required depending on the complexity of the project, the amount of prior plan review and communication between the applicant and staff

Submittal Deadline	Planning Commission 6:00 p.m.	Planning Committee & City Council
December 27, 2016	January 10, 2017	January 26, 2017
January 10, 2017	January 24	February 9
January 31	February 14	February 23
February 14	February 28	March 9
February 28	March 14	March 23
March 14	March 28	April 13
March 28	April 11	April 27
April 11	April 25	May 11
April 25	May 9	May 25
May 9	May 23	June 8
May 30	June 13	June 22
June 13	June 27	July 13
June 27	July 11	July 27
July 11	July 25	August 10
August 15	August 29	September 14
August 29	September 12	September 28
September 12	September 26	October 12
September 26	October 10	October 26
October 10	October 24	November 16
October 31	November 14	December 14
November 21	December 5	December 14
December 28, 2017	January 9, 2018	January 25, 2018

Fee Schedule

I. PLANNING COMMISSION & BOARD OF ZONING APPEALS HEARING FEES

	FEE
1. Site Plan Approval (Buildings and additions)	\$200 for up to 2,500 sq. ft. plus \$50 for each additional 1,000 sq. ft.
2. Accessory buildings, structures, fences, and uses	\$100 for the first building, plus \$50 for each additional building.
3. Zoning Map Amendment	\$300
4. Zoning Text Amendment	\$500
5. Board of Zoning Appeals (Variance Request)	\$125
6. Minor Subdivision	\$100 per parcel plus \$500 cash-in-lieu-of public site dedication for each new dwelling site created
7. Major Subdivisions (including PUD,	
i. Concept and sketch plan review	\$100
ii. Preliminary Plan review	\$750 + \$50/lot
iii. Determination of requirements for public sites or cash-in-lieu of the dedication of said sites.	10% of the estimated current market value of the entire property prior to proposed improvements, or \$500 per dwelling unit site to be created, whichever amount is greater.
iv. Final review and approval of Plat	\$250 + \$20/lot
v. Replats	\$100
vi. Variances for Subdivisions	\$200 – no fee if included in the original review and approval of the Preliminary Plan.
8. Multifamily, Assisted Living, Congregate Living Facilities, Senior Citizen & Group Homes	\$500 plus \$50 per unit
9. Regional health care, nursing home, and other residence/medical care buildings	\$100 plus \$35 per bed or patient/client capacity.
10. Other Items not listed above	\$100

II. ZONING PERMIT FEES

A. RESIDENTIAL	
1. Single Family Dwelling	\$100
2. Two Family Dwelling	Fee paid at Planning Commission
3. Additions, Accessory structures, Fences, pools, decks	\$50
4. Home Occupations:	
i. Initial reviews	\$50
ii. Renewals (3 year period)	\$25
B. COMMERCIAL/INDUSTRIAL	
1. Sign – Permanent	\$50
2. Sign - Modification of existing	\$25
3. Sign (Temporary Promotional)	\$25/permit period
4. Temporary Retail Sales	\$50
5. Change of Occupancy	\$100
C. OTHER	
1. Carnival, circus, and other community events.	\$200
2. Zoning Code Book	\$25
3. Zoning Map	\$10
11. Razing Building	\$50
12. Moving Buildings	\$150 plus \$50/day for each additional day structure occupies roadway, not including structures moving through the City and being no larger than 12 ft. high, 12 ft. wide and 22 ft. long (no charge).

III. ENGINEERING REVIEW & PERMIT FEES

	Fee
A. MINOR SUBDIVISION	
1. Approval by City Engineer	\$75 per parcel, plus \$500 cash-in-lieu of public site dedication for each new dwelling site created.
2. Site modifications, not building construction	\$75
B. ENGINEERING REVIEW AND INSPECTION FEES	
1. Engineering Permit – to cover the costs of on-site inspection of public improvements by city representative during construction.	\$17 per \$1000 of projected construction cost of improvements within public right-of-way or upon lands and improvements projected for dedication to the City: minimum of \$2200; a fee of \$50 per minimum of \$2200; a fee of \$50 per hour for all for all overtime hours.
2. Improvement Plan Review to cover the costs of the review of improvement plans for major subdivisions; P.U.D.'s and P.R.D.'s.	\$50 per sub lot or dwelling unit (whichever is higher), plus \$600 for storm water management systems; minimum fee of \$850.
3. Right-of-way Access Permit – to cover the cost of the review, inspection, and possible restoration of right-of-way as part of a proposed installation of a driveway approach or culvert in the public right-of-way:	
i. Culverts	\$60 each
ii. Curb cuts for driveways	\$60 each [Deposit or bond required]
iii. Improved drive approaches	\$60 each [Deposit or bond required]
iv. Miscellaneous curb cuts	\$25
v. Storm sewer tap-in	\$25
vi. Unimproved drive approaches	\$25 each
vii. Combined curb cut & improved drive approach	\$60 each [Deposit or bond required]
viii. Combined drive approach and culvert	\$60 each [Deposit or bond required]
ix. Re-inspections when necessitated by job performance	\$60
4. Subdivision and P.R.D. performance guarantees	Equal in amount to 110% of the cost of construction and installation of required improvements as determined by the City Engineer and approved by the Law Director.

5. Subdivision and P.R.D. maintenance guarantees	Equal in amount to 10% of the performance guarantee and for a period of 2 years after acceptance of the improvements by the City.	
6. Performance guarantees for landscaping plans and requirements.	100% of estimated value as determined by the City Arborist.	
7. Maintenance guarantees for landscaping plans and requirements.	10% of estimated value as determined by the City Arborist.	
8. Performance guarantees for the restoration of mining, soil, sand, and gravel removal and processing sites.	\$10,000/acre min. or as recommended by Planning Commission and approved by Council.	
9. Conditional Zoning Certificate– cash or surety bond in lieu of signed written assurance by assurance by applicant fee based on structure (or property) value.	Structure Value	Fee
	\$1 - 25,000	\$300
	\$25,001-50,000	\$500
	\$50,001-100,000	\$700
	\$100,001-250,000	\$900
	\$250,001-500,000	\$1,100
	\$500,001-750,000	\$1,300
	\$750,001-1,000,000	\$1,500
	\$1,000,001-2,000,000	\$2,000
	+\$2,000,000	\$2,500
10. Right-of-way Deposit or Bond – to indemnify the City against damage resulting from excavation in the right-of-way, to offset required inspection for non-compliance to City standards and restoration requirements (excluding new single-family dwellings).	\$100 minimum plus any additional as determined by the Service Director	
11. Right-of-way deposit or bond for new single-family dwellings to indemnify the City against damage resulting from excavation in the City right-of-way, to offset required inspection for non-compliance to City standards and restoration requirements.	\$300	