

**City of Stow - Planning & Development Review Process**  
For "Track #3" Projects in Commercial Building Process Flow Chart

	MEETING	MEETING DATES	PURPOSE/RESULT OF MEETING	INFORMATION REQUIRED	PARTICIPANTS	CONTACTS
<b>1</b>	<b>STAFF REVIEW</b>	As needed	Preliminary plans reviewed; feedback given; zoning code requirements explained; significant issues identified; review process explained	PDF Preliminary site plans; building elevations; preliminary stormwater management plans	<ul style="list-style-type: none"> <li>▪ Applicant</li> <li>▪ Applicant's representatives (i.e. engineer/architect)</li> <li>▪ Planning, Engineering, Fire &amp; Building Department staff</li> </ul>	<a href="#">Nathan Leppo</a> Planning Director <a href="#">Antoinette East-jenkins</a> , Secretary [330] 689-2812
<b>2</b>	<b>PLANNING COMMISSION</b>	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays 6:00 p.m.	Plan reviewed and formal action taken include: <ul style="list-style-type: none"> <li>▪ Recommend for approval (with conditions)</li> <li>▪ Recommend for denial</li> <li>▪ Item tabled for further study to allow applicant to resolve an issue</li> </ul>	Detailed site plans showing subject and adjacent property lines, buildings, parking, landscaping, stormwater management features, lighting plans, building elevations, digital file of site plan (e-mailed to <a href="mailto:sgibbons@stow.oh.us">sgibbons@stow.oh.us</a> )	<ul style="list-style-type: none"> <li>▪ Applicant</li> <li>▪ Applicant's representatives (i.e. engineer/architect)</li> <li>▪ Planning staff</li> <li>▪ Planning Commission</li> </ul>	<a href="#">Nathan Leppo</a> Planning Director <a href="#">Antoinette East-jenkins</a> , Secretary [330] 689-2812
<b>3</b>	<b>CITY COUNCIL [PLANNING COMMITTEE]</b>	2 <sup>nd</sup> & 4 <sup>th</sup> Thursdays before regular City Council meeting Typically 5:30 p.m	Plan and legislation reviewed and formal action taken include: <ul style="list-style-type: none"> <li>▪ Recommend to forward to full Council</li> <li>▪ Amendments to proposed legislation</li> <li>▪ Item tabled for further study to allow applicant to resolve an issue</li> </ul>	No additional information required	<ul style="list-style-type: none"> <li>▪ Applicant</li> <li>▪ Applicant's representatives (i.e. engineer/architect)</li> <li>▪ Planning staff</li> <li>▪ City Council</li> </ul>	<a href="#">Nathan Leppo</a> Planning Director [330] 689-2819  <a href="#">Lorree Villers</a> [330] 689-2850
<b>4</b>	<b>CITY COUNCIL</b>	2 <sup>nd</sup> & 4 <sup>th</sup> Thursdays 8:00 p.m.  [Refer to calendar back page]	Authorizing legislation reviewed and formal action taken include: <ul style="list-style-type: none"> <li>▪ Read legislation</li> <li>▪ Approve legislation</li> <li>▪ Deny legislation</li> <li>▪ Hold or Table</li> </ul>	No additional information required	<ul style="list-style-type: none"> <li>▪ City Council</li> <li>▪ Staff</li> <li>▪ Applicant or representative (typically not required)</li> </ul>	<a href="#">Lorree Villers</a> [330] 689-2850

## City of Stow - Planning & Development Review Process, Continued

<b>5</b>	<b>COUNCIL LEGISLATION</b>	<p>Applicant must sign approved legislation prior to obtaining a building permit. Legislation is available in the Council office after the Council meeting. Arrangements can be made for the legislation to be sent to the applicant.</p>	<p><a href="#">Lorree Villers</a> [330] 689-2850</p>
<b>6</b>	<b>ENGINEERING, BUILDING &amp; LANDSCAPING</b>	<p>After receiving Council approval, the applicant proceeds to the Engineering &amp; Building Department. The following information will be required:</p> <ul style="list-style-type: none"> <li>▪ <b>Building Permit Application</b> (from the <a href="#">Stow Building Department</a>)</li> <li>▪ <b>4</b> Sets of construction drawings</li> <li>▪ <b>5</b> sets of Topographical Survey (Site Plans including stormwater management plans)</li> <li>▪ <b>House Number Slip</b> - Can be obtained from the Stow Engineering Department [330] 689-2719</li> <li>▪ <b>Water Permit</b> - Can be obtained from the Stow Engineering Department [330] 689-2719</li> <li>▪ <b>Sewer Permit</b> - Can be obtained from Summit County Department of Environmental Services (D.O.E.S) [330] 926-2409</li> </ul> <p><b>Landscaping</b> - City Arborist reviews plans to ensure they comply with the approval. Bond must be posted equal to the amount of the approved landscaping plans.</p>	<p><a href="#">Jim McCleary</a> City Engineer [330] 689-2719</p> <p><a href="#">Sue Mottl</a> City Arborist [330] 608-1697</p>