

PLANNING COMMISSION APPLICATION

Date _____

Application Description

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*

Request for Emergency Legislation (Authority for Council to Expedite Action)

Please provide reason for Council to waive the required 3 readings	
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To be completed by Department staff

Zoning District:	Application Type:	Fee Paid:
Plans distributed to:	<input type="checkbox"/> Planning <input type="checkbox"/> Engineering <input type="checkbox"/> Building	
P.C. #		
<input type="checkbox"/> SITE PLAN	<input type="checkbox"/> SIGN VARIANCE	<input type="checkbox"/> TEXT AMENDMENT
<input type="checkbox"/> CONDITIONAL ZONING CERTIFICATE	<input type="checkbox"/> RE-ZONING	<input type="checkbox"/> OTHER

2022 PLANNING COMMISSION MEETING SCHEDULES

Schedule subject to change

Please note that the Planning Commission meeting schedule reflects the typical minimum time period (3 weeks) between the application submission and the Planning Commission hearing. More, or in some cases, less 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 of City Council
December 22, 2021	January 11, 2022	January 27, 2022
January 4, 2022	January 25, 2022	February 10, 2022
January 18, 2022	February 8, 2022	February 24, 2022
February 1, 2022	February 22, 2022	March 10, 2022
February 15, 2022	March 8, 2022	March 24, 2022
March 1, 2022	March 22, 2022	April 14, 2022
March 22, 2022	April 12, 2022	April 28, 2022
April 5, 2022	April 26, 2022	May 12, 2022
April 19, 2022	May 10, 2022	May 26, 2022
May 3, 2022	May 24, 2022	June 9, 2022
May 24, 2022	June 14, 2022	June 23, 2022
June 7, 2022	June 28, 2022	July 14, 2022
June 21, 2022	July 12, 2022	July 28, 2022
July 5, 2022	July 26, 2022	August 25, 2022
August 2, 2022	August 23, 2022	September 8, 2022
August 16, 2022	September 13, 2022	September 22, 2022
September 6, 2022	September 27, 2022	October 13, 2022
September 20, 2022	October 11, 2022	October 27, 2022
October 4, 2022	October 25, 2022	November 10, 2022
October 18, 2022	November 8, 2022	December 8, 2022
November 15, 2022	December 6, 2022	December 22, 2022
December 20, 2022	January 10, 2023	January 26, 2023

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 nleppo@stow.oh.us

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.

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