

DIVISION OF BUILDING ZONING AND INSPECTION PLANNING COMMISSION REGULATIONS

Regulations for Applicants Requesting Appearance before the City of Wickliffe Planning Commission for Institutional, Multi-Family, Office, Business, Recreational, Service, Commercial, Industrial and Public Buildings, Conditional Use and Residential Lot Splits.

Rev. 11/1/84 - 5/1/87 - 8/4/87 - 9/16/87 - 11/5/87 - 2/8/88 - 2/5/94 - 1/8/96 - 2/2/96 - 6/24/96 - 12/12/96 - 1/23/97 - 8/5/98 - 9/3/98 - 3/25/99 - 1/7/00 - 1/26/00 - 1/4/02 - 9/4/03 - 12/5/03 - 8/12/04 - 4/1/05 - 7/6/05 - 8/12/05 - 11/3/06 - 1/9/07 - 8/13/09 - 6/7/10 - 1/31/11

A. PURPOSE

The purpose of these regulations is to identify the procedure required for applicants to secure lot splits, parking plan approval, or conditional use permit by the Planning Commission prior to making application for necessary building permits. Lot splits require a plat or plot accompanied by a legal description prepared by a professional surveyor or professional engineer.

Drawings and/or site plans are required when any of the following conditions prevail:

- a. Whenever a building is constructed or a new use is established.
- b. Whenever the use of an existing building is changed to a use requiring more parking facilities.
- c. Whenever an existing building is altered and there is an increase in the number of dwelling units, seating capacity or floor areas of the building in Institutional, Residential (except for one and two family dwellings), Office Buildings, Retail Business and Industrial Districts.
- d. Whenever requesting a Conditional Use Permit.

B. PRELIMINARY ACTION PRIOR TO SUBMITTAL FOR PLANING COMMISSION REVIEW AND/OR APPROVAL.

1. Applicant shall submit **4 weeks prior to the first THURSDAY of the month.**

(3) sets of drawings and plans, to each of the following for their review:

- a. Fire Prevention Bureau, Lt. Doug Leovic
29885 Euclid Avenue, Wickliffe, Ohio 44092
Telephone: (440) 943-7141
- b. City Engineer, Pete Formica
CT Consultants, 35000 Kaiser Court, Willoughby, Ohio 44094
Telephone: (440) 951-9000
- c. Building Commissioner, Raymond F. Sack
Wickliffe City Hall - 28739 Ridge Road, Wickliffe, Ohio 44092
Telephone: (440) 943-7115
- d. Lake County Soil and Water Conservation District
125 E. Erie St., Painesville, Ohio 44077
Telephone: (440) 350-2730

Additional (2) sets of site & grading to Lake County Soil & Water only with new buildings.

2. The above named administrators review the drawings and plans and within one week will notify applicant with comments regarding any of the details on the plans. (i.e., plans in compliance with ordinances; any corrections or modifications required, etc.)
3. The applicant on receipt of the comments from the above named administrators will prepare **13 sets for final submittal** of drawings to the Planning Commission in accordance with the specifications under Item C. (These final plans must be in the Wickliffe Building Department 2 weeks prior to the meeting.)
4. Planning Commission approval shall be valid for a period of not to exceed one (1) year from final action of the Commission. Construction must commence within said one (1) year period. Inactivity will cause said approval to expire one (1) year after said approval.

C. PLANNING COMMISSION REQUIREMENTS

Fifteen (15) sets of detailed final drawings of off-street parking and loading areas.

All sets of the FINAL plans and any accompanying drawings shall be drawn to scale on paper 18" x 24" or larger in size, and stamped and signed by Professional Engineer and reviewed by:

Fire Prevention Bureau, Lt. Doug Leovic (29885 Euclid Avenue, Tel. (440) 943-7141) and

City Engineer, Pete Formica (35000 Kaiser Court, Willoughby, Ohio, Tel. (440) 951-9000), and

Building Commissioner, Raymond F. Sack Jr., (City Hall, 28730 Ridge Road, Tel. (440) 943-7115)

Lake County Soil & Water Conservation District, (440) 350-2730

for their stamped and signed approval. Said approval is required prior to the Building Commissioner preparing the meeting agenda. Said submittal and approval must be completed by noon of the last Thursday of the month, to qualify the applicant to appear before the Commission which meets on the first Thursday of each month at 7:30pm in City Hall Council Chambers. All comments from Fire Prevention Bureau, City Engineer and Building Commissioner shall be forwarded to the applicants three (3) weeks before the meeting.

Applicants for parking plan approval or conditional use permit and lot splits shall furnish legal or equitable evidence of ownership or option to purchase, or lease of property for which the approval is sought, legal authorization to represent applicants.

The applicant, as described above, must be in attendance at the Planning Commission meeting to present his/her plans to the Commission or a representative who shall be authorized by the owner in writing to make any and all final decisions in the absence of the owner.

D. DATA AND INFORMATION TO BE SPECIFIED ON DRAWINGS & PLANS

1. The site plan shall show each parking space, dimension of driveways, aisles and location of man doors and any overhead door openings, water mains, hydrants and fire walls.
2. A site plan showing the location of any existing buildings and new buildings and/or additions, and the locations and use of buildings on adjacent lots within 25 feet of all property lines.
3. A drainage plan showing existing and proposed finished grades so that injury or damage will not be caused to adjacent properties nor will water drain across a public sidewalk. Trench drains, when used, shall be of a heavy duty class design. The maximum grade of the parking areas shall not exceed 4%.
4. Parking spaces shall be a minimum of 9 feet wide and 20 feet deep exclusive of all drives, curbs and turning areas and shown as such on site plan.
5. Access drives to parking areas shall be planned to interfere as little as possible with the use of nearby property and with pedestrian and vehicular traffic on the nearest streets. Whenever possible, the center line of the access driveways on the frontage street (narrowest frontage of two streets) shall be at least 30 feet from the right-of-way line of the nearest intersecting street and spaces at not less than 90 feet intervals measured from the center line of the driveways. There shall be not less than two separate driveways provided to parking of more than 25 spaces, and whenever possible they shall be limited to three lanes at either entrance or exit. The width of such entrances and exits, measured to the setback line, shall conform to the following schedule.

<u>LANES</u>	<u>WIDTH IN FEET</u>
One	(10 Min. - 12 Max.)
Two	(18 Min. - 24 Max.)
Three	(27 Min. - 33 Max.)
6. All driveways and parking and loading areas shall have either asphalt or concrete hard surface and constructed in accord with standards established by the City Engineer, and shall be illuminated whenever necessary to protect the public safety without causing brightness or glare hazardous to residential areas, pedestrians or vehicle drivers.
7. Concrete curbs shall be provided to define limits of paved areas, and to prevent vehicles from projecting into required yards or adjacent property. Bumper guards can be used to define parking spaces.
8. Landscape features, fencing or screening is required to protect adjacent properties. A wall or sturdy solid fencing (6 feet high chain link with wood slats or equivalent) will be required by the Planning Commission when site is adjacent to side or rear lotline of a residential property. Landscape screening (arborvitae planted 4 feet high and 3 feet on center, with potential growing height of 6 feet) may be permissible in special circumstances as a desirable landscape feature.

9. Location of any pole sign shall be designated on site plan with description of overall size, height, lettering, material and if illuminated.

10. Site Plan shall indicate the following additional information:

a. Sublot number and/or street address.

b. Name and address of person, business or corporation owning or having option to purchase the property: name, address and telephone number of person and/or firm or corporation preparing drawings; and proper scales, date and drawing number.

c. Legend showing -

1. Sq. ft. of existing lot area; sq. ft. of any existing buildings and the sq. ft. proposed new building(s) or addition(s).

2. Percentage of total coverage of building structures. Maximum limitation of lot coverage by main and accessory building for the following zoned districts are:

Office Building (offices, services, etc. - 20%)

Local Business (stores, services, offices - 30%)

General Business (stores, services, offices - 40%)

(Auto Wash) - 20%

Commercial-Manufacturing & Industrial - 50%

3. Number of parking spaces required and number of 9' x 20' spaces provided.

a. See attached copies of sheets #47 and #48 of the Planning and Zoning Code entitled SCHEDULE OF REQUIRED OFF-STREET PARKING for Institutional, Residential, Office Building, Retail Business and Industrial.

See Building Commissioner for minimum lot area and width requirements for motels and hotels, gasoline service stations, auto wash and all industrial uses.

11. Any person, firm or corporation, which is owner or lessee of any lot or land desiring to remove a tree or trees as referred to in Section 1108.01 shall file with the Planning Commission a written plan prepared by an arborist, urban forester, civil engineer, landscape architect or other qualified person deemed acceptable by the city. A fifty dollar (\$50.00) fee plus \$50/acre or portion thereof: Office Building (offices, services, etc.) - 20%, Local Business (stores, services, offices) - 30%, which is subject to the plan, shall be submitted with the plan. The following information shall be submitted as part of the application: during removal including the designation of a tree protection zone or zones.

a. A site plan indication the location, size and species of all trees to be removed which are at least five (5) inches in caliper, measured fifty-four (54) inches above the natural grade. For sites larger than five acres high, resolution photograph depicting trees to be removed may be substituted.

b. Specification for the remove of tree(s) and protection of surrounding tree(s) during removal including the designation of a tree protection zone or zones.

c. Replacement of dead or diseased trees may be required by the Planning.

d. Proposed grade changes or other potentially injurious work adjacent to trees designated for preservation with specifications for maintaining ground drainage and aeration around such trees.

e. Signed and dated copy of the tree preservation guidelines by the developer/building and property owner.

f. Other such information as the Planning Commission deems essential.

g. Upon successful completion of the above six points, the Planning Commission shall issue a removal permit. The applicant, at the discretion of the Planning Commission shall furnish a surety in an amount not to exceed one thousand (\$1000) dollars per acre or portion thereof. Such surety shall remain in force for two (2) years after completion of the project. The applicant is responsible for removal of tree and/or debris.

12. Full compliance with accessory off-street parking plan approved by the Planning Commission is necessary before Certificate of Zoning Compliance, Building Permits or Occupancy of proposed building or use.

13. All fees and deposits shall be in accordance with Chapter 146 of the Codified Ordinances of the City of Wickliffe. Such fees and deposits must be received prior to the issuance of any Building Permits.

14. **NOTE: Each time applicant submits drawings, CT Consultants charges per hour for review whether plan is approved for meeting or not approved. Call (440) 951 - 9000 for fee schedule.**

City of Wickliffe

Raymond F. Sack Jr.
Building Commissioner
(440) 943-7115

RFS:pl

CITY ENGINEER REVIEW FEES: Please be advised that CT Consultants Reviews all drawings and charges an additional \$120.00 per hour fee to the applicant. Call 951 - 9000 (Pete Formica), for more information. Fees subject to change.

NOTE: Alteration Permits: (4) sets of construction drawings to Lake County Bldg. Dept. (1) set to City of Wickliffe, (1) set to Wickliffe Fire Prevention Bureau. Once drawings are reviewed the Building Department will issue a zoning certificate which applicant must be submitted to Lake County Building Dept. they will then issue a county building permit, and will stamp approve a Wickliffe copy of the plans. You must return the county stamped drawing to Wickliffe Building Department and obtain a city permit. (See instructions below).

**CITY OF WICKLIFFE
INSTRUCTIONS FOR: BUSINESS/COMMERCIAL/INDUSTRIAL BUILDINGS**

AFTER PLANNING COMMISSION APPROVAL, AND ANY ALTERATION THAT DOES NOT REQUIRE PC APPROVAL (ONLY A ZONING CERTIFICATE) THE FOLLOWING IS A SUMMARY OF WHAT IS REQUIRED FOR PERMITS.

1. Submit (4) sets of construction drawings to Lake County Building Dept. (1) set to the Building Department and (1) set to Wickliffe Fire Prevention office for any NEW construction/(3) sets of Site plan submitted with a \$1200. Grade Set Fee. (New construction only, not alteration). City Engineer will determine any cost over \$1200 minimum fee during construction. You must deliver (2) sets of site and grading plan to Lake County Soil and Water located at 125 East Erie St., Painesville, Ohio 44077 (440) 350 - 2730.
2. Fire Department must stamp and approve construction drawings. The Building Dept, will issue a Zoning Certificate of compliance which must be signed by applicant who delivers to Lake County Building Dept. at 27 Woodland Road, Painesville, Ohio 44077.
3. Applicant must submit a Lake County Soil and Water Conservation District Approval letter to the Lake County Building Department prior to the start of any earth disturbing activity. (For all new construction).
4. Lake County Building Department will stamp a "City of Wickliffe" copy, which applicant must return to the Wickliffe Building Department.
5. Applicant must fill out building permit application (make sure estimated cost of a job is on form), to the Wickliffe Building Dept. and City will then issue permit. Building Department will notify applicant of permit fees and deposit costs at this time.

NOTE: Lake County Building Department will do all inspections. Wickliffe Fire & Building Department will do the FINAL inspection after Lake County signs off on occupancy permit.

All Contractors & Sub-contractors must be registered, bonded and insured to work in the City of Wickliffe.



PLANNING COMMISSION
APPLICATION FOR APPEARANCE

DATE: _____

To the Commissioner of Building:

I, the undersigned, do hereby request an appearance before the City of Wickliffe Planning Commission concerning the following:

NOTE: Applicants for parking plan approval/conditional use/and or lot splits shall furnish legal or equitable evidence of ownership or option to purchase or lease of property for which the approval is sought. The applicant, as described, must be in attendance at the Planning Commission meeting to present his/her plans to the Commissioner or a representative who shall be authorized by the owner in writing to make any and all final decisions in the absence of the owner.

Name: _____

Representative at Meeting: _____

Address of Property: _____

Telephone Number: _____

Fax Number: _____

Name of Property Owner & Address: _____

Date of Meeting:

13 Sets of Plans Received: _____ Receipt Number: _____

\$200.00 Fee/Parking Plan _____ \$200.00 Cond Use _____

\$100.00 Lot Split Fee _____ (under 5 acres)

\$150.00 Lot Split Fee _____ (over 5 acres)

\$250.00 Rezoning Fee _____

Deposit fee for CT Plan Review Fees: _____ Min. \$500.00 Max. \$5000.00

Note: All applicants will be charged a Plan Review Deposit Fee + the above fee. Any remaining deposit money will be refunded to applicant upon final approval.

Dates Advertised for Public Hearing: _____

Decision: _____