



Department of Building, Zoning & Housing
26789 Highland Road
Richmond Heights, Ohio 44143-1429
216-383-6312 Fax: 216-383-6319
richmondheightsohio.org
Rudolph Hilliard, Building Commissioner

REQUEST TO APPEAR BEFORE THE PLANNING COMMISSION

Applicant or Agent Name:		
Applicant Address:	Phone:	
Applicant City/State/Zip:		
Applicant Email:		
Applicant Driver's License#:	State:	
Job Location and Parcel #:		
Property Owner:		
Property Owner Address:	Phone:	
Property Owner City/State/Zip:		
Present Zoning Classification:		
Nature of Request:		
Signature: _____	Date: _____	

Meeting Day/Time: The Planning Commission meets at 7:00 p.m. on the 2nd Wednesday of each month in the Caucus Room of Richmond Heights City Hall, located at 26789 Highland Road. Meeting dates are subject to change. For updates, contact the Department of Building, Zoning, and Housing at 216-383-6312.

Submissions must be delivered to the Department of Building, 26789 Highland Rd., during regular working hours (**weekdays, 8:00 a.m. to 4:00 p.m.**), a minimum of fourteen (14) days before the scheduled meeting date. **Please be aware:** Any missing information or incomplete applications may result in a delay to appear before the Planning Commission. All applications must be complete for the Planning Commission hearing to be scheduled.

APPLICATION FEES AS FOLLOWS:

Examination of Plans by Planning Commission	Residential	Non-Residential
1. Site Plan Application with new infrastructure	\$2,200.00	\$2,500.00
2. Site Plan Application without new infrastructure	\$700.00	\$800.00
3. Zoning Amendment	\$1,200.00	\$1,400.00
4. Lot Split/Consolidation	\$700.00	\$800.00
5. Conditional Zoning Application	\$500.00	\$600.00
6. Residential Subdivision Application	\$2,400.00	---

SEE PAGE 2 FOR ADDITIONAL APPLICATION REQUIREMENTS

OFFICIAL USE ONLY

Application Received/Fee Paid: _____ Date: _____

Date of Meeting: _____ Newspaper: _____
Public Notice Date: _____



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James Urankar
Building Commissioner

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SUPPORTING INFORMATION (to be submitted with application)

1. Site plan depicting the following:
 - a. General location within the municipal limits identifying zoning classifications.
 - b. Property lines and dimensions.
 - c. Contours at one-foot intervals.
 - d. Location of improvements, curb cuts, etc., within 100 feet of the subject property.
2. A written statement expressing how the proposed use relates to the land use map for the City of Richmond Heights.
3. A written statement from the property owner, if not the same as the applicant, granting authority to the applicant.
4. A list of all property owners and their mailing addresses, contiguous to and directly across the street from the subject property.
5. **Seven (7) copies of the application and supporting information shall be submitted to the Commissioner of Building, Zoning and Housing a minimum of fourteen (14) days prior to the meeting date.**
6. **Please review application fees and meeting times, day, and date on page 1.**

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