

REDUCTION IN REQUIRED PARKING APPLICATION FORM

City of Cleveland Heights

Project Number _____

Date Submitted _____



Before removing an existing private parking garage and/or constructing a new private parking garage that will not meet the required number of enclosed parking spaces for single-family dwellings, two-family dwellings, and townhouses in Cleveland Heights, it is necessary to obtain the approval of the **Planning Commission**. At the Planning Commission meeting, members of the staff and the applicant will make presentations regarding the proposed reduction in required parking. The Planning Commission may grant or deny the request for a reduction in parking, or it may postpone making a decision to consider or seek additional information. It is the Planning Commission’s responsibility to make decisions based on the facts presented, within the framework set by the Zoning Code. **Prospective applicants are strongly advised to consult with Planning & Development Department staff before submitting an application at 216.291.4878 or planningcommission@clevelandheights.gov.**

Applicant(s) _____

Phone _____ e-mail _____

Address of subject property _____

Mailing address of applicant _____

Property owner, if different from applicant _____

Phone _____ e-mail _____

I, _____, property owner, affirm by my signature below that the “Applicant” has permission to represent me for this reduction in required enclosed parking space application.

Property owner(s) signature _____ Date _____

Application Process: The following materials should be included:

- _____ 1. The completed application form (13 copies)
- _____ 2. Proof property ownership, option, or property owner permission (1 copy)
- _____ 3. Site plan showing lot, house, and garage/accessory building. Show all property lines and include the distance from structures to nearby property lines. (sample on page 4) (13 copies)
- _____ 4. Detailed description & documentation of the reduction in parking request and the exception (see Sect. 1161.051) under which this request can be reviewed (see page 2) (13 copies)
- _____ 5. Landscape plan (13 copies)
- _____ 6. Signed Consent to Access Property form (page 3) (1 copy)
- _____ 7. \$50 application fee (check payable to the City of Cleveland Heights) check # _____

The application may be dropped off in the dropbox outside of City Hall or mailed to: City of Cleveland Heights, Department of Planning, 40 Severance Circle, Cleveland Heights, OH 44118. Digital copies of all materials should also be transmitted via email to planningcommission@clevelandheights.gov.

I affirm by my signature below that this reduction in parking will comply with the regulations in Code section 1161.05 & 1161.051 printed on pages 2 of this application.

Applicant(s) signature _____ Date _____

Please **print** name _____

General Information

1161.05 MODIFICATION OF NUMBER OF REQUIRED PARKING SPACES.

Whenever the parking requirements based on functions and uses, and application of the standards specified in Schedule 1161.03 can be shown by the applicant to result in an excessive number of parking spaces and that a lesser number of spaces is appropriate and consistent with these regulations, the Planning Commission may approve a reduction in required spaces

1161.051 EXCEPTIONS TO REQUIRED ENCLOSED PRIVATE PARKING SPACES

Any application that will not be providing the requisite enclosed parking spaces as indicated in Schedule 1161.03 shall require review and approval by the Planning Commission based upon the regulations and criteria of this section.

- (a) Exceptions. The required off-street parking spaces for single-family dwellings, two-family dwellings, and townhouses shall be enclosed in a detached or attached private parking garage, as indicated in Schedule 1161.03, unless one (1) or more of the following exceptions can be substantiated:
 - (i) The parcel is a legal, non-conforming lot that does not have the requisite minimum lot area or lot width to accommodate a Code-conforming private parking garage.
 - (ii) Special conditions exist specific to the lot that are not applicable generally to other lots in the same Zoning District that render a Code-conforming private parking garage impractical.
 - (iii) If the previously existing private parking garage on the lot was a single-car garage for single-family dwelling.
 - (iv) If an existing private parking garage structure and associated remnant parking pavement are proposed to be removed and replaced with grass or landscaping, thereby increasing green or open space.
 - (v) If a substantial expansion or addition to the principal structure is proposed.
- (b) Landscape Plan Required. Any application that will not be providing the requisite enclosed private parking spaces shall include a Landscape Plan that addresses stormwater management and minimizes adverse impact on neighboring properties, subject to Chapter 1166 of the Zoning Code.
- (c) All other provisions of City ordinances relating to zoning, demolition construction, use and maintenance of residential buildings shall apply, including, but not limited to, impervious surface coverage, yard setbacks, parking pad dimensions, driveway dimensions, parking requirements, and utilization of driveways for parking.

Architectural Board of Review (ABR)

ABR approval is required for new construction or exterior changes to a building, including additions and window/door layout. The ABR generally meets at 7 p.m. on the first and third Tuesdays of each month, with some exceptions around holidays. ABR information & application: www.clevelandheights.gov/abr

Building Permits

Building permits are required for alterations and additions to a building or site, including plumbing and electrical work. Contact the Building Department at 216.291.4900 to verify whether your work requires permits.

CONSENT TO ACCESS PROPERTY

I, the undersigned responsible party (owner, occupant, tenant, or agent for the property owner) of the property described herein, do hereby consent to entry upon said property, at a reasonable time and to the extent necessary, by the City of Cleveland Heights and its officers, employees, and/or agents for the purpose of inspecting said property for compliance with the City's Zoning, Housing, and/or Building Codes. I further certify that I have authority to grant access to said property.

Property Address

Signature of Responsible Party

Name of Responsible Party (please print)

I am the: owner occupant tenant agent for property owner

Telephone Number

Date

PLEASE NOTE THAT FAILURE TO CONSENT TO A SITE INSPECTION OF YOUR PROPERTY MAY CAUSE DELAY IN YOUR APPLICATION AND/OR MAY CAUSE YOUR APPLICATION TO BE CONSIDERED INCOMPLETE.



Garage is 3-feet from side property line & 33 ft. to rear property line

On your site plan, show what you are proposing on the site plan. Add measurements showing distance to side and rear property lines. Show what you are removing and draw your addition or proposed garage on the site plan.

*aerial photography above available at <http://myplace.cuyahogacounty.us/>

City of Cleveland Heights PLANNING COMMISSION MEETING DATES FOR THE YEAR 2023

Meetings are held on the second Wednesday of each month at 7:00 p.m., unless otherwise indicated, and are held in City Council Chambers on the 2nd floor of Cleveland Heights City Hall or virtually. Applications are due by 5:00 p.m. on the second Wednesday of the previous month.

The applicant or the applicant's representative must be present at the meeting.

<u>Application Deadline</u>	<u>Meeting Date</u>
DECEMBER 14, 2022	JANUARY 11, 2023
JANUARY 11, 2023	FEBRUARY 08, 2023
FEBRUARY 08, 2023	MARCH 08, 2023
MARCH 08, 2023	APRIL 20, 2023*
APRIL 12, 2023	MAY 10, 2023
MAY 10, 2023	JUNE 14, 2023
JUNE 14, 2023	JULY 12, 2023
JULY 12, 2023	AUGUST 09, 2023
AUGUST 09, 2023	SEPTEMBER 13, 2023
SEPTEMBER 13, 2023	OCTOBER 11, 2023
OCTOBER 11, 2023	NOVEMBER 08, 2023
NOVEMBER 08, 2023	DECEMBER 06, 2023*
DECEMBER 06, 2023*	JANUARY 11, 2024

*Date change due to holiday