

# CONDITIONAL USE PERMIT APPLICATION

## City of Cleveland Heights

It is necessary to obtain a permit before establishing or substantially altering a conditionally permitted land use in any zoning district in Cleveland Heights. Most conditional use permits are reviewed and acted upon by the **Planning Commission**. Planning Commission meetings are held on the second Wednesday of each month, with some adjustments for holidays, at 7:00 p.m., in City Council Chambers, on the second floor of City Hall or virtually. **Applications are due on the second Wednesday of the preceding month** (see page 4 for this year's dates).

### Contacting the Department of Planning and Development

Prospective applicants are strongly advised to consult with Planning Department staff before submitting an application. Staff members will explain the approval process and make applicants aware of the regulations that apply to their projects.

The Department can be reached at 216-291-4878 or [planning@clvhts.com](mailto:planning@clvhts.com). Most application forms are available on the City's website at [www.clevelandheights.com/forms](http://www.clevelandheights.com/forms).

### Application Process

The following materials should be included with all applications:

- (1) **The completed application form (15 copies);**
- (2) **A detailed written description of the conditional use or project being proposed (15 copies, see page 3);**
- (3) **Site plan/scale drawings in an 8-1/2-by-11 or 11-by-17 format, or, if necessary to maintain legibility, a larger format (15 copies);**
- (4) **Proof of control of the property by ownership, option, or lease (1 copy); and**
- (5) **Application fee (checks should be made payable to the City of Cleveland Heights).**
  - Conditional Use Permit (single-, two- and three-family residential) – \$ 80.00
  - Conditional Use Permit (multi-family residential, commercial, office, etc.) – \$150.00
  - Development Plan Review (Chapter 1147 and 1155) – \$300.00

Please type or print clearly and placed into our drop box or mailed to: or mailed to: City of Cleveland Heights, Department of Planning, 40 Severance Circle, Cleveland Heights, OH 44118. Digital copies of all materials should be transmitted via email to [planning@clvhts.com](mailto:planning@clvhts.com) as well.

### Public Hearing and Planning Commission Review

At the Planning Commission meeting, members of the staff and the applicant will make presentations regarding the proposed conditional use. Neighbors, who will be notified in advance of the hearing by mail, and other interested parties will have the opportunity to comment during the public hearing portion of the Planning Commission meeting. The Planning Commission may grant or deny the request for a conditional use permit, 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.

### Other Approvals

The granting of a conditional use permit does not imply approval of specific plans by the Building Department, Architectural Board of Review, or other City entities. Questions about building permits and regulations may be addressed to the Building Dept. at 216-291-4900.

# CONDITIONAL USE PERMIT APPLICATION FORM

Please type or print clearly

Project number \_\_\_\_\_

Date submitted \_\_\_\_\_

Contact information:

Applicant(s) \_\_\_\_\_

Phone \_\_\_\_\_

Applicant(s) e-mail address \_\_\_\_\_

Address of subject property \_\_\_\_\_

Mailing address of applicant \_\_\_\_\_

Applicant's representative, if any \_\_\_\_\_

Phone \_\_\_\_\_

Applicant's representative e-mail address \_\_\_\_\_

Address of representative \_\_\_\_\_

Property owner, if different from applicant \_\_\_\_\_

Phone \_\_\_\_\_

Property owner's e-mail address \_\_\_\_\_

Address of property owner \_\_\_\_\_

## Required supporting documentation:

- \_\_\_\_\_ Completed application (15 Copies)
- \_\_\_\_\_ Detailed written description of project (15 Copies)
- \_\_\_\_\_ Site plan (15 Copies, drawn to scale)
- \_\_\_\_\_ Proof of ownership, option, or lease agreement (1 Copy) \_\_\_\_\_
- \_\_\_\_\_ Application fee

## Additional supporting documentation may be required (verify with staff):

- \_\_\_\_\_ Floor plan (15 copies, drawn to scale)
- \_\_\_\_\_ Elevations (15 copies)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name \_\_\_\_\_

## GENERAL STANDARDS FOR CONDITIONAL USES

When reviewing and application for a conditional use permit, the Planning Commission must determine that the proposed conditional use satisfies the standards listed on this page, as well as any use-specific standards that may apply to the proposal. **In preparing a detailed description of a proposed conditional use, the applicant should be mindful of these standards:**

- a. The conditional use will be in general accord with the purpose, intent, and basic planning objectives of the Zoning Code, and with the objectives for the district in which it would be located.
- b. The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
- c. The conditional use will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not essentially change the character of the area.
- d. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.
- e. The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
- f. Adequate utilities, access roads, drainage, and necessary facilities have been or are being provided.
- g. Adequate measures have been or will be taken to provide ingress and egress designed as to minimize traffic congestion in the public streets.
- h. The establishment of the conditional use will not be detrimental to the economic welfare of the community by creating excessive additional requirements at public cost for public facilities such as police, fire, and schools.
- i. There is minimal potential for future hardship on the conditional use that could result from the proposed use being surrounded by uses permitted by right that are incompatible.
- j. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, as well as the specific supplemental conditions set forth in Chapter 1153 of the Zoning Code.
- k. That the conditional use shall, in all other aspects, conform to the applicable regulations of the district in which it is located as well as the specific supplemental conditions set forth in Chapter 1153 of the Zoning Code.

City of Cleveland Heights PLANNING COMMISSION  
**MEETING DATES FOR THE YEAR 2022**

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.**

<b><u>Application Deadline</u></b>	<b><u>Meeting Date</u></b>
<b>DECEMBER 08, 2021</b>	<b>JANUARY 12, 2022</b>
<b>JANUARY 12, 2022</b>	<b>FEBRUARY 09, 2022</b>
<b>FEBRUARY 09, 2022</b>	<b>MARCH 09, 2022</b>
<b>MARCH 09, 2022</b>	<b>APRIL 13, 2022</b>
<b>APRIL 13, 2022</b>	<b>MAY 11, 2022</b>
<b>MAY 11, 2022</b>	<b>JUNE 08, 2022</b>
<b>JUNE 08, 2022</b>	<b>JULY 13, 2022</b>
<b>JULY 13, 2022</b>	<b>AUGUST 10, 2022</b>
<b>AUGUST 10, 2022</b>	<b>SEPTEMBER 14, 2022</b>
<b>SEPTEMBER 14, 2022</b>	<b>OCTOBER 26, 2022**</b>
<b>OCTOBER 26, 2022**</b>	<b>NOVEMBER 09, 2022</b>
<b>NOVEMBER 09, 2022</b>	<b>DECEMBER 14, 2022</b>
<b>DECEMBER 14, 2022</b>	<b>JANUARY 11, 2023</b>

\*\*Date change due to holiday

**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.**