

CONDITIONAL USE PERMIT APPLICATION

City of Cleveland Heights

Project Number _____

Date Submitted _____



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 & Development

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

If you have questions regarding conditional use permits or this application, please contact Planning & Development staff at 216.291.4878 or via email at planning@clevelandheights.gov.

Application process

The following materials should be included with all applications:

- (1) **The completed application form (13 copies);**
- (2) **A detailed written description of the conditional use or project being proposed (13 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) – \$ 100.00
 - Conditional Use Permit (multi-family residential, commercial, office, etc.) – \$200.00

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

Other approvals

The granting of an approval of a development or preliminary land use plan does not imply approval of specific plans by the City Council, Building Department, Architectural Board of Review, Board of Zoning Appeals or other City entities. Questions about building permits and regulations may be addressed to the Building Department 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 _____

DETAILED DESCRIPTION: 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 form, as well as any use-specific standards that may apply to the proposal. It is the applicant's responsibility to address all general and specific standards for a conditional use. (See Title Seven – Conditional Use Regulations at:

https://codelibrary.amlegal.com/codes/clevelandhts/latest/clevelandhts_oh/0-0-0-13983#JD_Part11T.7

1. Provide a brief narrative describing your use, including detail to help the Planning Commission understand your use such as number of full-time employees, hours of operation, how the building and/or the site will be used, number of persons who you will serve, the maximum number of people that will be serving at one time, any specific details that explain how the building or site is used, for example day care centers have designated drop-off and pick up parking spaces.

2. The conditional the use will be in general accord with the purpose, intent, and basic planning objectives of the Zoning Code, and with objectives for the district in which it would be located. Describe how your use would be viewed by eachv of the following general standards for conditional uses (a through j).

- a. 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.

- b. 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.

- c. 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.

- d. 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.

- e. Adequate utilities, access roads, drainage, and necessary facilities have been or are being provided.

- f. Adequate measures have been or will be taken to provide ingress and egress designed as to minimize traffic congestion in the public streets.

- g. 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.

- h. 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.

- i. 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.

- j. 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.

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.

**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