

CONDITIONAL USE PERMIT MEETING ROOM WITH 49 OR FEWER PERSONS
City of Cleveland Heights



Application available at www.clevelandheights.com/forms. Please submit to City of Cleveland Heights City Hall, Department of Planning and Development, 40 Severance Circle, Cleveland Heights, OH 44118. **REVIEW PAGE 2 PRIOR TO APPLICATION.** Call 216-291-4878 or e-mail planning@clvhts.com with questions.

Applicant (business name & contact person) _____

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 operate a meeting room as outlined in this application.

Property owner(s) signature _____ Date _____

In addition to this application, you must provide the following supporting documentation:

- _____ Proof of property ownership, option, lease agreement
- _____ Site plan, drawn to scale, in an 8-1/2-by-11 or 11-by-17 format showing the proposed meeting room, parking, and all property lines, including public-right-of-way lines
- _____ Floor plan, showing meeting room, restrooms, storage, etc. Include square footage of entire space.
- _____ Detailed description of project (including number of employees per shift, maximum number of persons at meeting(s)/number of seats, meeting times, hours and days of operation, location of parking, methods of sound control, how you will comply with General Standards for Conditional Uses, etc.)
- _____ \$75 application fee

By signing, I declare that all information I provided is true, correct, and complete, to the best of my knowledge, and that I will comply with the terms of my permit and City Ordinances.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Administrative Meeting Room permit #MR-_____

Date submitted: _____

Date permit issued: _____

☐ All required supporting documentation received

☐ Application fee (\$75.00) received by: _____ Date: _____

This proposal will require:

- ☐ Architectural Board of Review approval (may be required for signage or exterior changes)
- ☐ Building Permit(s) (structural, plumbing, electrical, walls, paving changes, etc.)

Zoning Administrator approval: _____ Date: _____

****APPLICANT--KEEP PAGE 2 FOR YOUR REFERENCE****

General Information

A meeting room in a C-3 District is a permitted use and this application is not necessary. In C-2, C2-X, S-1 and S-2 districts, a meeting room may be conditionally permitted. A meeting room having 49 or fewer persons may be approved by the Zoning Administrator; a meeting room with more than 49 persons shall require Planning Commission approval (Planning Commission Conditional Use Permit Application at www.clevelandheights.com/forms).

Architectural Board of Review (ABR)

ABR approval is required for exterior changes to the building, including signage, awnings, and window and 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.com/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.

Certificate of Business Operation/Occupancy

All businesses require a Certificate of Business Operation/Occupancy which can be found at www.clevelandheights.com/businessoperation

Code Section 1151.02 General Standards for Conditional Uses

All conditional uses, including meeting rooms, must comply with the following standards:

- a) That the conditional use will be in general accord with the purpose, intent and basic planning objectives of this Zoning Code, and with the objectives for the district in which located;
- b) That 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) That 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 same area;
- d) That 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 and impair property values within the neighborhood;
- e) That 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) That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided;
- g) That adequate measures have been or will be taken to provide ingress and egress designed as to minimize traffic congestion in the public streets;
- h) That the establishment of the conditional use should 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) That 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) That the conditional use shall address the sustainability guidelines of Section 1165.06; and
- k) That 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.