

**CONDITIONAL USE PERMIT** TUTORING CENTER WITH 49 OR FEWER WARDS  
CITY OF CLEVELAND HEIGHTS



Application available at [www.clevelandheights.com/forms](http://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](mailto: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 tutoring center 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 tutoring building, parking, and all property lines, including public-right-of-way lines
- \_\_\_\_ Floor plan showing tutoring rooms, restrooms, storage, etc. Include square footage of entire space.
- \_\_\_\_ Description of business (type of tutoring facility, equipment, number of employees per shift, maximum number of persons to be tutored, hours and days of operation, location of parking, and how you will comply with General Standards for Conditional Uses)
- \_\_\_\_ \$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, General Standards for Conditional Uses, and City Ordinances.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Administrative Tutoring Center permit #TC-\_\_\_\_\_**

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: \_\_\_\_\_

**General Information**

In a residential district, a tutoring center may be conditionally permitted provided the facility is located in a school, place of worship or a conditionally permitted adaptively reused non-residential building as set forth in Code section 1153.05(cc). In a commercial district, such uses may be conditionally permitted. A tutoring center having 49 or fewer wards may be approved by the Zoning Administrator; a tutoring center with more than 49 wards shall require Planning Commission approval (Planning Commission Conditional Use Permit Application at [www.clevelandheights.com/forms](http://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](http://www.clevelandheights.com/abr)

**Building Department Regulations and Building Permits**

Contact the Building Department early in the process to understand what improvements may be needed for your tutoring center to meet Building and Fire codes. You may have to hire an architect or engineer to do drawings if the previous use was not an office or tutoring center. 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](http://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.