

RESUBDIVISION APPROVAL APPLICATION FORM

City of Cleveland Heights

Application available at www.clevelandheights.com/forms.

Project number _____

Date submitted _____



Before proceeding with a change to the boundaries (a resubdivision) of any parcel of land 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 resubdivision. The Planning Commission may grant or deny the request for a resubdivision, 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 Department staff before submitting an application at 216-291-4878 or planning@clvhts.com.**

Please type or print clearly and submit to City of Cleveland Heights City Hall, Department of Planning and Development, 40 Severance Circle, Cleveland Heights, OH 44118.

Applicant(s) _____

Phone _____ e-mail _____

Address of subject property _____

Mailing address of applicant _____

Applicant's representative, if any _____

Phone _____ e-mail _____

Address of representative _____

Property Owner, if different from applicant _____

Phone _____ e-mail _____

Address of property owner _____

Brief summary of proposed resubdivision (if needed attach detailed written description):

All applications must include the following items, *collated*:

- _____ **1 copy** Proof of control of the affected properties by ownership, option, or lease
- _____ **1 copy** Consent to Access Property
- _____ **15 copies** Completed application form
- _____ **15 copies** Plot map showing current & proposed parcel boundaries (max. 11x17 paper preferred)
- _____ **\$100 application fee** (check payable to the City of Cleveland Heights) check # _____

Applicant's signature _____ Date _____

Please print name _____

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)

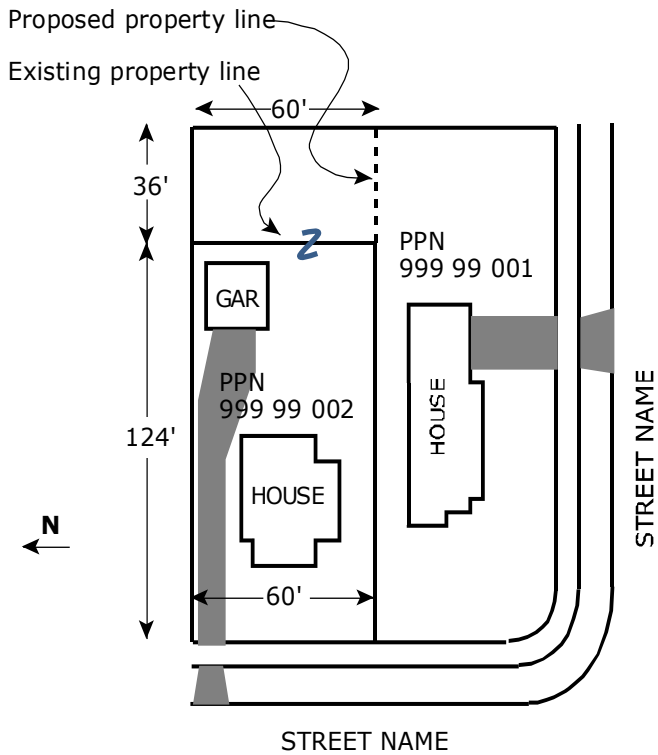
I am the: owner occupant tenant agent for property
owner

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.

SAMPLE PLOT MAP FOR RESUBDIVISION APPROVAL



The map should be drawn to scale, which means distances can be measured, shows all important dimensions, and provides other orienting information, such as street names, permanent parcel numbers (PPNs), and the location of existing buildings on the subject properties. Much of this information may be obtained at <http://myplace.cuyahogacounty.us/>

In the proposed resubdivision illustrated at left, the property owners are proposing to split a 36-by-60-foot section off of permanent parcel number 999 99 001 and add it to the smaller parcel next door. The scale is 1" = 60'.

RESUBDIVISION PLAT REQUIREMENTS (AFTER APPROVAL)

Once Planning Commission approval is obtained for a resubdivision, the property owner is required to have a resubdivision plat prepared, on linen or Mylar, by a professional engineer or surveyor. In addition to descriptions of the new parcels, the plat should include the title of the resubdivision; locational information, including original township names and original lot numbers; scale, north arrow, and date; location of easements, if any; signature of the engineer or surveyor, including number and seal, who prepared the plat; signatures of the property owners accepting the plat with notary public affirmation; and the signatures of the City's Planning and Law Directors. The recommended format for signatures indicating City approval follows:

REQUIRED APPROVALS:

Approved by the Planning Commission of the City of Cleveland Heights, Ohio on this ____ day of _____, 20__.

Secretary, Planning Commission

Approved by the Director of Planning of the City of Cleveland Heights, Ohio on this ____ day of _____, 20__.

Director of Planning

Approved by the Director of Law of the City of Cleveland Heights, Ohio, on this ____ day of _____, 20__.

Director of Law

After all signatures have been obtained, it is the property owners' responsibility to record the plat at the Cuyahoga County Recorder's Office, 2079 East 9th Street, (4th floor) Cleveland. Once recorded, the original plat should be returned to the Planning Department.

PLANNING COMMISSION
MEETING DATES FOR THE YEAR 2019

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, 40 Severance Circle. 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 12, 2018	JANUARY 09, 2019
JANUARY 09, 2019	FEBRUARY 13, 2019
FEBRUARY 13, 2019	MARCH 13, 2019
MARCH 13, 2019	APRIL 10, 2019
APRIL 10, 2019	MAY 8, 2019
MAY 8, 2019	JUNE 12, 2019
JUNE 12, 2019	JULY 10, 2019
JULY 10, 2019	AUGUST 14, 2019
AUGUST 14, 2019	SEPTEMBER 11, 2019
SEPTEMBER 11, 2019	OCTOBER 10, 2019*
OCTOBER 09, 2019	NOVEMBER 13, 2019
NOVEMBER 13, 2019	DECEMBER 11, 2019
DECEMBER 11, 2019	JANUARY 08, 2020

* Changed due to Holiday