

# RESUBDIVISION APPROVAL APPLICATION FORM

## City of Cleveland Heights

Application available at [www.clevelandheights.com/forms](http://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](mailto: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 \_\_\_\_\_

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

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

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

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

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

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

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

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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)

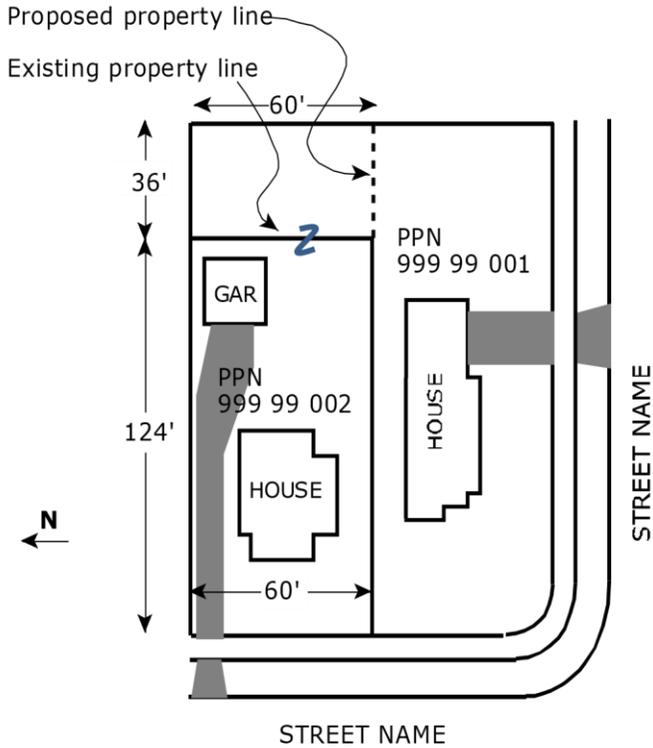
I am the:       owner       occupant       tenant       agent for property owner

\_\_\_\_\_  
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 9<sup>th</sup> Street,(4<sup>th</sup> floor) Cleveland. Once recorded, the original plat should be returned to the Planning Department.

PLANNING COMMISSION

**MEETING DATES FOR THE YEAR 2020**

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.**

<b><u>Application Deadline</u></b>	<b><u>Meeting Date</u></b>
<b>DECEMBER 12, 2019</b>	<b>JANUARY 8, 2020</b>
<b>JANUARY 08, 2020</b>	<b>FEBRUARY 12, 2020</b>
<b>FEBRUARY 12, 2020</b>	<b>MARCH 11, 2020</b>
<b>MARCH 11, 2020</b>	<b>APRIL 14, 2020</b>
<b>APRIL 08, 2020</b>	<b>MAY 13, 2020</b>
<b>MAY 13, 2020</b>	<b>JUNE 10, 2020</b>
<b>JUNE 10, 2020</b>	<b>JULY 08, 2020</b>
<b>JULY 08, 2020</b>	<b>AUGUST 12, 2020</b>
<b>AUGUST 12, 2020</b>	<b>SEPTEMBER 09, 2020</b>
<b>SEPTEMBER 09, 2020</b>	<b>OCTOBER 14, 2020</b>
<b>OCTOBER 14, 2020</b>	<b>NOVEMBER 10, 2020</b>
<b>NOVEMBER 10, 2020</b>	<b>DECEMBER 09, 2020</b>
<b>DECEMBER 09, 2020</b>	<b>JANUARY 13, 2021</b>

\* Changed due to Holiday