

CITY OF RICHMOND HEIGHTS
REQUEST TO APPEAR BEFORE THE
PLANNING COMMISSION

Applicant or Agent Therefore: _____

Address: _____

_____ **Phone** _____

Nature of Request: _____

Location: _____

Property Owner: _____

Address: _____

_____ **Phone** _____

Present Zoning Classification: _____

SIGNATURE

DATE

SEE PAGE 2 FOR ADDITIONAL APPLICATION REQUIREMENTS



OFFICIAL USE ONLY

Application Received/Fee Paid: _____ **Date:** _____

Date of meeting: _____

Public Notice: Date _____ Newspaper _____

DEPARTMENT OF BUILDING, ZONING AND HOUSING
26789 HIGHLAND ROAD
RICHMOND HEIGHTS, OHIO 44143
216.383.6312, FAX 216.383.6319

SUPPORTING INFORMATION
(to be submitted with application)

1. Site plan depicting the following:
 - a. General location within the municipal limits identifying zoning classifications.
 - b. Property lines and dimensions.
 - c. Contours at one-foot intervals.
 - a. Location of improvements, curb cuts etc. within 100' of the subject property.
2. A written statement expressing how the proposed use relates to the land use map for the City of Richmond Heights.
3. A written statement from the property owner, if not the same as the applicant, granting authority to the applicant.
4. A list of all property owners and their mailing addresses contiguous to and directly across the street from the subject property.
5. Ten (10) copies of the application and supporting information shall be submitted to the Commissioner of Building, Zoning and Housing a minimum of fourteen (14) days prior to the meeting date.
6. Application fees as follows:
 - Site Plan Application with new infrastructure \$2,000.00
 - Site Plan Application without new infrastructure \$500.00
 - Zoning Amendment Request \$1,000.00
 - Lot Split/Consolidation Request \$500.00
 - Conditional Zoning Request \$500.00
 - New Residential Subdivision \$2,000.00.

THE PLANNING COMMISSION MEETS AT 7:00 P.M.ON THE SECOND WEDNESDAY OF EACH MONTH IN THE CAUCUS ROOM OF RICHMOND HEIGHTS CITY HALL LOCATED AT 26789 HIGHLAND ROAD. MEETING DATES ARE SUBJECT TO CHANGE. CONTACT THE DEPARTMENT OF BUILDING, ZONING AND HOUSING FOR UPDATES AT 216.383.6312.