

**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:**\_\_\_\_\_

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**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SEE PAGE 2 FOR ADDITIONAL APPLICATION REQUIREMENTS**

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**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.**