

# The City of Mayfield Heights

## Planning Commission

### ***REZONING***



### ***MEMBERS:***

*MAYOR ANTHONY DICICCO,  
CHAIRMAN*

*MIKE BALLISTREA, COUNCIL  
REPRESENTATIVE/VICE-CHAIRMAN*

*JACK GALLUCCI, MEMBER*

*DARCY HORVAT, MEMBER*

*LYLE SATTERLEE, MEMBER*

*ANNE WEILAND, SECRETARY*

*Application and Submittal Requirements*

# PLANNING COMMISSION

## 2019 - MEETING DATES & DEADLINES

The Planning Commission meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month.  
(All meetings are held in the City Hall Council Chambers)

MEETING DATE 1 <sup>st</sup> & 3 <sup>rd</sup> MONDAY 7:00 P.M.	NEW CONSTRUCTION: SUBMISSION DEADLINE 30 DAYS	OTHER SUBMITTALS: SUBMISSION DEADLINE 2 WEEKS	COUNCIL MEETING 2 <sup>ND</sup> & 4 <sup>TH</sup> MONDAY 7:00 P.M.
January 7, 2019	December 7, 2018	December 24, 2018	January 14, 2019
January 21, 2019	December 21, 2018	January 7, 2019	January 28, 2019
February 4, 2019	January 4, 2019	January 21, 2019	February 11, 2019
February 18, 2019	January 18, 2019	February 4, 2019	February 25, 2019
March 4, 2019	February 4, 2019	February 18, 2019	March 11, 2019
March 18, 2019	February 18, 2019	March 4, 2019	March 25, 2019
April 1, 2019	March 1, 2019	March 18, 2019	April 8, 2019
April 15, 2019	March 15, 2019	April 1, 2019	April 22, 2019
May 6, 2019	April 5, 2019	April 22, 2019	May 13, 2019
May 20, 2019	April 19, 2019	May 6, 2019	Cancelled
June 3, 2019	May 3, 2019	May 20, 2019	June 10, 2019
June 17, 2019	May 17, 2019	June 3, 2019	June 24, 2019
July	SUMMER RECESS		
August			
September 2, 2019	LABOR DAY – CANCELLED		
September 16, 2019	August 16, 2019	August 30, 2019	September 23, 2019
October 7, 2019	September 6, 2019	September 23, 2019	October 14, 2019
October 21, 2019	September 20, 2019	October 7, 2019	October 28, 2019
November 4, 2019	October 4, 2019	October 21, 2019	November 11, 2019
November 18, 2019	October 18, 2019	November 4, 2019	November 25, 2019
December 2, 2019	November 1, 2019	November 18, 2019	December 9, 2019
December 16, 2019	November 15, 2019	December 2, 2019	To be determined.

Meeting date confirmations or questions regarding your submittal may be directed to:  
Anne Weiland, at (440) 442-2626, Ext. 210, or [anneweiland@mayfieldheights.org](mailto:anneweiland@mayfieldheights.org).

All meetings are held in the City Hall Council Chambers.



**THE CITY OF MAYFIELD HEIGHTS - PLANNING & ZONING COMMISSION**

**6154 Mayfield Road, Mayfield Heights, OH 44124**

Phone: 440-442-2626, Ext. 210 ~ Fax: 440-442-7662

**APPLICATION FOR REZONING**

THE COMMISSION MEETS THE 1ST & 3RD MONDAY OF EACH MONTH  
(excluding July & August)

- A rezoning is an amendment to the City of Mayfield Heights Planning and Zoning Code. Section 1151.03; *Amendments*, reads, in part, that every such proposed amendment shall be referred by Council to the City Planning Commission for report. Therefore, a formal petition must be made to Council during the public portion of their Council Meeting, prior to the Planning Commission hearing. Council meets on the 2nd & 4th Monday of each month, excluding July & August.
- All requests to be placed on the Planning Commission agenda must be submitted to the Building Department at least (14) fourteen days prior to a scheduled meeting. Site plans showing the location of the property and legal descriptions must be submitted, reviewed and receive approval from the City Engineer.
- Fees to accompany application for review, study, recommendation, or approval of plans and plats:
  - a: \$100.00 Planning Commission Fee (separate check)
  - b: A minimum of \$250.00 deposit for engineer review. (separate check)  
(Unused portion of deposit will be returned. Excessive fees will be billed.)
- Complete the form below and submit with the following:
  - a: 15 fifteen copies of a site plan showing parcel(s) to be rezoned.
  - b: 5 five copies of legal descriptions for each parcel to be rezoned.
  - c: Fee and deposit checks made payable to the City of Mayfield Heights, as described above.

Fees are not refundable. Any alteration to the original proposal will, at the discretion of the Director of Building, be considered a new proposal and will be charged accordingly.

*In the case the property owner is not the applicant* and will not be present at the meeting, the applicant shall submit in writing, a statement from the property owner acknowledging this request and authorizing the applicant to make such request before the Planning Commission.

**LOCATION OF PROPERTY** (address/street) \_\_\_\_\_

PERMANENT PARCEL NOS. \_\_\_\_\_

CURRENT ZONING \_\_\_\_\_ PROPOSED ZONING \_\_\_\_\_

PROPOSED LAND USE (be specific) \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**NAME OF APPLICANT** \_\_\_\_\_ **COMPANY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**APPLICANT'S PHONE NO.** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

All plans, recommendations, and regulations made by the Commission shall be submitted to Council for approvals before the same are considered official.

It is the applicant's responsibility to review and comply with all mandates of the Mayfield Heights Codified Ordinances relative to this application request. Applicant must be present at the meeting.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**MEETING DATE** \_\_\_\_\_ **CASE #** \_\_\_\_\_