

# The City of Mayfield Heights

## Planning Commission

### *LOT SPLIT LOT CONSOLIDATION*



### **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*

# LOT SPLITS - LOT CONSOLIDATIONS

- FIFTEEN (15) COPIES of a proposed lot split/consolidation.
- THREE (3) COPIES of legal description(s).
- ONE (1) Mylar/original lot split/consolidation. (With approval of the Building Department, the mylar may be submitted after the plat has been approved by the City Engineer)

**DEADLINE - (14) DAYS prior to a scheduled meeting.**

**FEES:**

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\$50.00 for each proposed lot split or consolidation. (*separate check*) Fees are not refundable.

\$500.00 deposit for review by the City Engineer (*separate check*). The unused portion will be returned to applicant.

Additional engineer review related fees will be charged to the applicant. Any unused portion will be returned after completion of the project.

- Make all checks payable to The City of Mayfield Heights.
- All appropriate fees and plans shall be submitted with application.
- All splits and/or consolidations, after receiving Planning Commission approval, must receive City Council approval before being considered final.
- 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.
- All requests tabled by the Commission must be resubmitted within 60 days to avoid another application fee.
- Lot splits and/or lot consolidations being submitted in conjunction with a site plan for new construction will be held until final site plan approval.

**THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION:**

- a. A record plat shall be made by a registered professional surveyor, who shall affix a signature and seal to the usual certificate stating the scale of the plat, the correctness of the survey and calculations, and that permanent monuments have been set at points so indicated. The title of the plat shall show the name of the split/consolidation, the name and signature of the property owner, the original township and lot in which it is located, that the allotment is in the City, and the date when such plat was signed by the surveyor.
- b. The plat shall be made to a minimum scale of one inch equals fifty feet, shall be complete and consistent in itself as to all measurements and shall show all survey data, both monuments and courses, used to define the outlines of the land allotted.
- c. The plat shall also contain proper acceptance or dedicatory clauses to be signed by the owner and notarized and include the following approval clauses:

CITY ENGINEER

This plat has been approved by the City Engineer of the City of Mayfield Heights, Ohio, on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
City Engineer

PLANNING COMMISSION

This plat has been approved by the Planning Commission of the City of Mayfield Heights, Ohio, on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Planning Commission Secretary

COUNCIL

This plat has been approved by the Council of the City of Mayfield Heights, Ohio, by Resolution No. \_\_\_\_\_ on this \_\_\_\_\_, day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Clerk of Council

# 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

LOCATION OF PROPERTY (address) \_\_\_\_\_

PROJECT NAME (building name/business name) \_\_\_\_\_

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

The attached submittal is a:  LOT SPLIT  LOT CONSOLIDATION  LOT SPLIT/CONSOLIDATION

**DESCRIBE YOUR REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_

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

APPLICANT'S STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

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

APPLICANT'S EMAIL ADDRESS \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ COMPANY \_\_\_\_\_

OWNER'S STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OWNER'S PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

*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.*

**PLEASE NOTE:** It is the applicant's responsibility to review and comply with all mandates of the Mayfield Heights Codified Ordinances relative to this application request. Required fees must be submitted with the application.

Applicant must be present at the meeting.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

MEETING DATE:

CASE  
NUMBER: