

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

MONICA FERRANTE, 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:

\$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 _____, 2021.

City Engineer

PLANNING COMMISSION

This plat has been approved by the Planning Commission of the City of Mayfield Heights, Ohio, on this _____ day of _____, 2021.

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 _____, 2021.

Clerk of Council

PLANNING COMMISSION

2021 - MEETING DATES & DEADLINES

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

MEETING DATE 1 st & 3 rd MONDAY 7:00 P.M.	NEW CONSTRUCTION: SUBMISSION DEADLINE 30 DAYS	OTHER SUBMITTALS: SUBMISSION DEADLINE 2 WEEKS	COUNCIL MEETING 2 ND & 4 TH MONDAY 7:00 P.M.
January 4, 2021	December 4, 2020	December 21, 2020	January 11, 2021
January 18, 2021	December 18, 2020	January 4, 2021	January 25, 2021
February 1, 2021	December 31, 2020	January 18, 2021	February 8, 2021
February 15, 2021	January 15, 2021	February 1, 2021	February 22, 2021
March 1, 2021	January 29, 2021	February 15, 2021	March 8, 2021
March 15, 2021	February 15, 2021	March 1, 2021	March 22, 2021
April 5, 2021	March 5, 2021	March 22, 2021	April 12, 2021
April 19, 2021	March 19, 2021	April 5, 2021	April 26, 2021
May 3, 2021	April 2, 2021	April 19, 2021	May 10, 2021
May 17, 2021	April 16, 2021	May 3, 2021	May 24, 2021
June 7, 2021	May 7, 2021	May 24, 2021	June 14, 2021
June 21, 2021	May 21, 2021	June 7, 2021	June 28, 2021
July	SUMMER RECESS		
August			
September 6, 2021	LABOR DAY – CANCELLED		
September 20, 2021	August 20, 2021	September 3, 2021	September 27, 2021
October 4, 2021	September 3, 2021	September 20, 2021	October 11, 2021
October 18, 2021	September 17, 2021	October 4, 2021	October 25, 2021
November 1, 2021	October 1, 2021	October 18, 2021	November 8, 2021
November 15, 2021	October 15, 2021	November 1, 2021	November 22, 2021
December 6, 2021	November 5, 2021	November 22, 2021	December 13, 2021
December 20, 2021	November 19, 2021	December 6, 2021	To be determined.

Meeting date confirmations or questions regarding your submittal may be directed to:
Monica Ferrante, at (440) 442-2626, Ext. 210, or monicaferrante@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: