

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)
- Digital copy of the plat and legal description should also be sent to monicaferrante@mayfieldheights.org

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 2022 - 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 1st & 3rd MONDAY 7:00 P.M.	NEW CONSTRUCTION: SUBMISSION DEADLINE 30 DAYS	OTHER SUBMITTALS: SUBMISSION DEADLINE 2 WEEKS	COUNCIL MEETING 2ND & 4TH MONDAY 7:00 P.M.
January 3, 2022	December 3, 2021	December 20, 2021	January 10, 2022
January 17, 2022	December 17, 2021	January 3, 2022	January 24, 2022
February 7, 2022	January 7, 2022	January 24, 2022	February 14, 2022
February 21, 2022	January 21, 2022	February 7, 2022	February 21, 2022
March 7, 2022	February 7, 2022	February 21, 2022	March 14, 2022
March 21, 2022	February 21, 2022	March 7, 2022	March 28, 2022
April 4, 2022	March 4, 2022	March 21, 2022	April 11, 2022
April 18, 2022	March 18, 2022	April 4, 2022	April 25, 2022
May 2, 2022	April 1, 2022	April 18, 2022	May 9, 2022
May 16, 2022	April 15, 2022	May 2, 2022	May 23, 2022
June 6, 2022	May 6, 2022	May 23, 2022	June 13, 2022
June 20, 2022	May 20, 2022	June 6, 2022	June 27, 2022
July	SUMMER RECESS		
August			
September 5, 2022	LABOR DAY – CANCELLED		
September 19, 2022	August 19, 2022	September 2, 2022	September 26, 2022
October 3, 2022	September 2, 2022	September 19, 2022	October 10, 2022
October 17, 2022	September 16, 2022	October 3, 2022	October 24, 2022
November 7, 2022	October 7, 2022	October 24, 2022	November 14, 2022
November 21, 2022	October 21, 2022	November 7, 2022	November 28, 2022
December 5, 2022	November 4, 2022	November 21, 2022	December 12, 2022
December 19, 2022	November 18, 2022	December 5, 2022	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: