

# The City of Mayfield Heights

## Planning Commission

### *MISCELLANEOUS*



### **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*

## PLANNING COMMISSION 2022 - 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 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](mailto: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

***REQUEST TO APPEAR - MISCELLANEOUS***

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

Twelve (12) copies of a proposal (diagram, documentation and/or site plan) which best describes your request must be submitted to the Building Department at least fourteen (14) days prior to a scheduled meeting.

**Fee to accompany application:**

\$100.00 - make check payable to the City of Mayfield Heights

***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

***In the case a building exists on the lot that is owned by someone other than the property owner***, such building is related to this case, and such building owner will not be present at the meeting, the applicant shall submit in writing, a statement from the building owner acknowledging this request and authorizing the applicant to make such request before the Planning Commission

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

BUSINESS OR BUILDING NAME \_\_\_\_\_

EXPLAIN YOUR REQUEST: \_\_\_\_\_

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. All plan approval granted shall be void after 18 months from the date of final Council approval.

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 # \_\_\_\_\_