

AKRON CITY PLANNING COMMISSION

REF. SECTIONS 153.460-.492 OF
THE CODE OF ORDINANCES OF
AKRON, OHIO 2004

To: City Council, Akron, Ohio

Date: _____

The undersigned (circle one) **owner / holder of option / lessee /** _____ of the property herein involved, does hereby petition for a Conditional Use as provided under the Code of Ordinances, Section 153.460-.492 for purposes set forth below.

SUPPORTING INFORMATION

IF ALL THE APPLICABLE PROVISIONS BELOW ARE NOT SUPPLIED WITH THIS PETITION, NORMAL PROCESSING WILL NOT OCCUR UNTIL ALL ITEMS ARE SUBMITTED.

1. The property is addressed as (or has frontage on): _____
2. The proposed use is: _____
3. Estimated **TOTAL** project cost: _____
4. Attach two (2) sets of plans **drawn to scale** including:

Street names and addresses	Parking	Landscaping	Building elevations
Location of property	Circulation drives	Yards	Signs
Location of building(s)	Traffic access	Open space	Utilities
Dimensions of property and building(s)	Loading areas	Interior arrangement	Refuse & service areas

5. If plans were drawn using AutoCAD, please submit a copy on a **CD-ROM**. (See specification list.) Please label the disk with the name of applicant and the site address.
6. Attach a copy of the **property deed** for all parcels involved in this Conditional Use or a **legal description** prepared by a registered surveyor.
7. Attach **photographs** of the existing site, sufficiently labeled.
8. Attach a **letter/narrative statement** containing: (a) comments relating to the above requirements; (b) explanation of economic impact and mitigation of noise, glare and odor effects on adjoining property; and (c) general compatibility with adjacent and other properties in the district.

 PRINT / TYPE name of **OWNER(S)**

SIGNATURE: _____

Address: _____

City, State: _____

Zip: _____ Phone: (_____) _____

 PRINT / TYPE name of **__Holder of option __Lessee**

SIGNATURE: _____

Address: _____

City, State: _____

Zip: _____ Phone: (_____) _____

ALSO NOTIFY:

Relationship to Petitioner (agent, attorney, principal, etc.)

PRINT / TYPE

SIGNATURE: _____

Address: _____

City, State: _____

Zip: _____ Phone: (_____) _____

ALSO NOTIFY:

Relationship to Petitioner (agent, attorney, principal, etc.)

PRINT / TYPE

SIGNATURE: _____

Address: _____

City, State: _____

Zip: _____ Phone: (_____) _____

DO NOT WRITE BELOW THIS LINE

A NON-REFUNDABLE FILING FEE shall accompany this petition upon submittal to
The Department of Planning and Urban Development,
Municipal Building Room 405, 166 S. High Street, Akron, OH 44308-1628

Please make CHECKS PAYABLE to City of Akron.

<u>Estimated TOTAL Project Cost</u>	<u>Applicable Fee</u>
\$ 0 - 5,000	\$ 100
\$ 5,001 - 20,000	\$ 150
\$ 20,001 - 50,000	\$ 300
\$ 50,001 - 100,000	\$ 400
\$ 100,001 - 200,000	\$ 500
\$ 200,001 - more	\$ 1,000

This is to certify that a fee of
\$ _____ has been
received for investigation incident
to this proposal.
Receipt # _____

PC – 2011 - _____ - _____

Councilperson _____ Ward _____

Signature of City Employee

Title

COUNCIL TIME STAMP

ZONING TIME STAMP

2011

AKRON CITY PLANNING COMMISSION

<u>MEETING</u>	<u>FILE DATE</u>
JANUARY 7, 2011	NOVEMBER 23, 2010
FEBRUARY 4, 2011	DECEMBER 21, 2010
MARCH 4, 2011	JANUARY 18, 2011
APRIL 8, 2011	FEBRUARY 22, 2011
MAY 13, 2011	MARCH 29, 2011
JUNE 10, 2011	APRIL 26, 2011
JULY 15, 2011	MAY 31, 2011
AUGUST 12, 2011	JUNE 28, 2011
SEPTEMBER 16, 2011	AUGUST 2, 2011
OCTOBER 21, 2011	SEPTEMBER 6, 2011
NOVEMBER 18, 2011	OCTOBER 4, 2011
DECEMBER 16, 2011	NOVEMBER 1, 2011

In order to become ELIGIBLE for placement on the above meeting dates, the accompanying petition/appeal must meet all of the requirements as listed in the petition/appeal. Submission on or before the file date does not guarantee placement on the corresponding meeting's agenda but enables you to become eligible for the meeting.

SITE PLAN INFORMATION

The following information MUST be included on all plot plans submitted to the City Planning Commission or the Board of Zoning Appeals.

1. Property lines, including all lot line dimensions
2. Existing structures on the lot, including:
 - garage and location of driveway
 - dimensions of all structures
 - distances from front lot line, side lot lines, and rear lot line
3. Proposed building, addition, porch, etc., including:
 - exact dimensions
 - distances from all structures
 - distances from all lot lines
4. Parking, loading areas (if applicable), and driveways
5. Landscaping and open space
6. Sign location (if applicable)
7. Refuse and service areas (if applicable)
8. Street names
9. House addresses for the property and all abutting properties
10. North arrow
11. Scale

Specifications for AutoCAD drawings to be submitted with requests to
AKRON BOARD OF ZONING APPEALS
or
AKRON CITY PLANNING COMMISSION

1. Save the file(s) on a CD-ROM or DVD-R. We use AutoCAD Map 3D 2010.
2. Label it with both the **site address** and the **name of the applicant**.
3. In addition to the 2 sets of submitted plans, please submit a **site plan 11" x 17"** or smaller. (Hint: To ensure proper measurements, use a graphic scale, e.g. **not 1":20'**)
4. If descriptive layer names are not used (e.g. P/L, R/W, sidewalk, house, landscaping, driveway, dimensions), please provide the following information:

Layer Names:

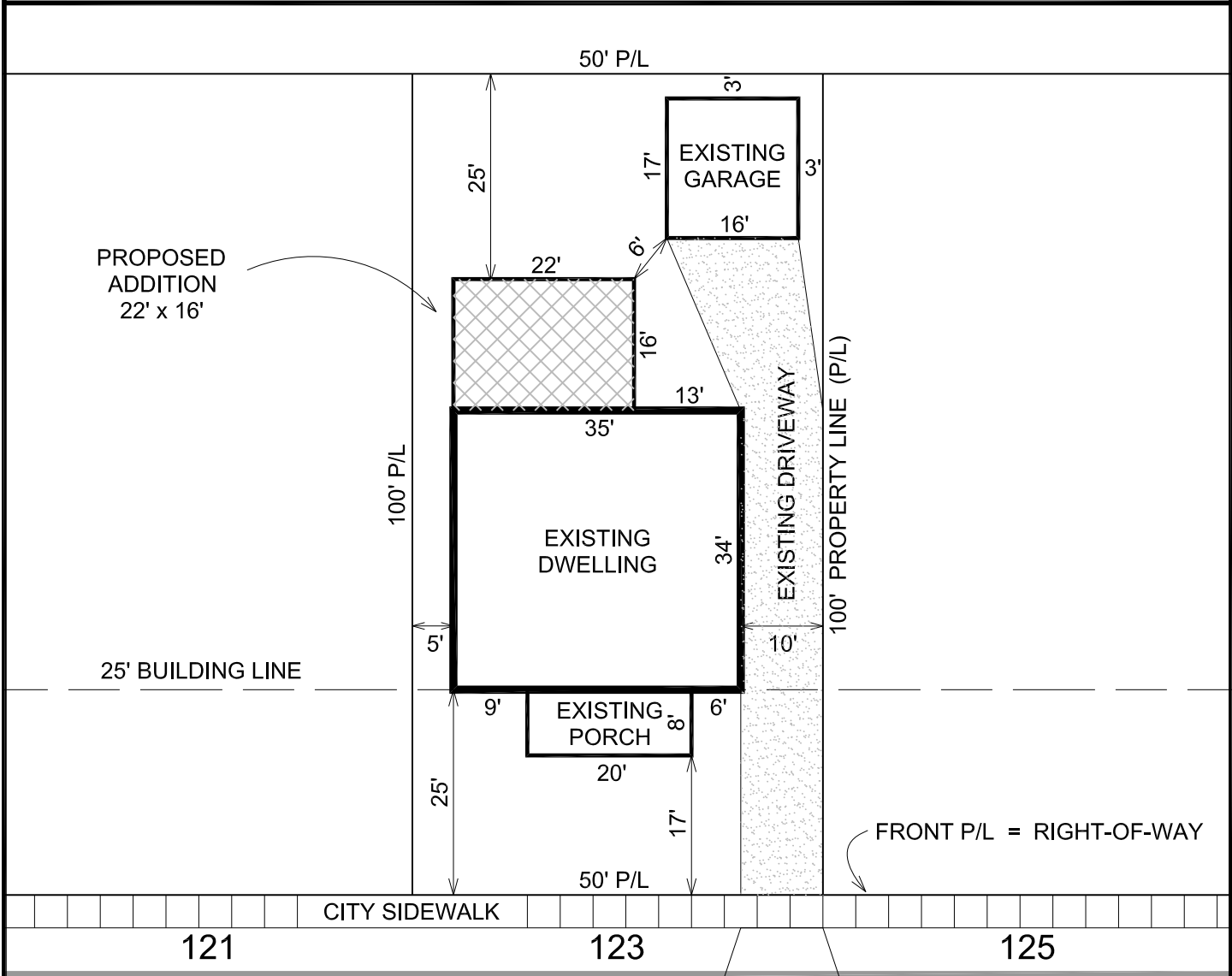
_____ Street names
_____ Edges of Pavement
_____ Rights-of-way
_____ Property lines
_____ Building outlines
_____ Lot numbers
_____ Addresses
_____ Driveways
_____ Dimensions
_____ Proposed
_____ Notes

If you have any questions or need further assistance, please call the Zoning Division at (330) 375-2350 or Toll free at 1-877-375-2770.

Thank you for your cooperation!

SAMPLE Site Plan for 123 Your St.

Plans can be hand drawn as long as they are drawn to scale. It might be helpful to use graph paper. Please provide dimensions of all properties, all buildings, the distances between buildings, and the distance between each building and the property lines.



YOUR ST.

