

1. APPLICANT SUBMITS PLANS

Development plans are required for all new development, site improvements or building additions in the zoning districts or uses listed below. You will need to submit plans to the Westlake Planning Department for review and approval by the Westlake Planning Commission for all development in:

- Multi-family
- Interchange services
- Shopping center
- General business
- Office building
- Executive office park
- Recreation business
- Hotel/motel
- Exclusive industrial
- R-1F cluster
- Planned office
- Planned unit development
- Health campus district
- Office-laboratory districts
- For all parking facilities in an automobile parking district
- For all uses and buildings in R-1F-80 and R-2F-100 districts excluding one and two family buildings and houses.

(Chapter 1220.01 of the Westlake Codified Ordinances)

You will need to submit the following to the clerk of commissions:

Fees:

- Application: \$50.00
- Review: (See Chapter 1115.02 for amount)
- Tree Preservation: \$100.00 (if required)

1 copy:

- Proof of ownership (either a warranty deed or an option to purchase)
- A legal description

- PDF of drawings (individual file of each drawing)

14 collated sets which shall include **one of each** of the following:

- A completed application form, including parcel number or numbers of the property
- A copy of development plans as described in Chapter 1220
- For any development involving exterior appearance or construction, development plans shall include information documenting that the project complies with Chapter 1237.
- A tree preservation plan, if required
- A letter explaining the development plan proposal addressed to:
Westlake Planning Commission
Attn: Nicolette A. Sackman, MMC
Clerk of Commissions
27700 Hilliard Boulevard
Westlake, OH 44145

4 copies

- Documentation that demonstrates an adequate water supply and hydrant location for fire-fighting purposes as described in Chapter 1371.02 and 1371.03.

1 copy:

- A tax map showing 500 feet around the parcel
- A list of the names and addresses (not tax mailing address of banks) of all property owners within 500 feet of the perimeter of the premises to be developed. This list shall include parcel numbers and shall be prepared and certified by a title company doing business within Cuyahoga County. Please type parcel number, name and address on the mailing address labels. (A copy of these mailing labels may be used as the required list.)

All plans must be folded with printing on the outside and so that outside dimensions are no larger than 9" x 12".

Applicant and/or owner must be present at the planning commission meeting and must be prepared to present their own plans to the commission.

All development plans or parts thereof shall be prepared and submitted by a state licensed/registered professional such as an engineer, surveyor or architect. Development plans shall be drawn at a scale of not less than 50' to the inch and a plan for a division of a development of a group of lots and shall be drawn at a scale of not less than 100' to the inch. (See 1220.03 Westlake Codified Ordinances)

2. PLANNING COMMISSION REVIEW AND MODIFICATION

Copies of the development plan are distributed to various city departments for review and comment. The department reviews are returned to the planning department and the applicant's representative is faxed a copy of any comments, questions or concerns. Comments typically deal with but are not limited to: zoning code requirements, parking, traffic, landscaping, buffering, utilities, storm water drainage, and/or lighting. The staff can ask questions or explain any revisions needed to the development plans. Revisions are to be submitted to the planning department prior to the project being placed on a planning commission agenda.

After the plans are properly reviewed for compliance, the director of planning and the chairman of the planning commission will place the plans' application on the planning commission agenda as soon as practicable. Items are generally taken on a first-come, first-served basis based on the submittal date and completeness of the application. The planning commission generally meets the first and third Monday of each month other than August, when council recesses.

The planning commission will review the plans, taking into account the spirit and intent of the

zoning code, the location of the proposal, the effect on the surrounding properties, and the relationship of the proposal to the guide plan. The commission, in reviewing the proposed development plans for conformity to the zoning code, may make adjustments (by granting a modification) to yards, areas, or other dimensioned requirements. If the applicant requests modifications to one standard, the planning commission may recommend and request other modifications to offset the applicant's request. If modifications made by the planning commission or the applicant are subsequently recommended for approval by the planning commission, the modifications are made a part of the development plans. These modifications are either indicated on the revised plans submitted by the applicant, or they shall be affixed to the development plans approved and signed by the applicant and chairman of the commission. The applicant and/or his assigns shall be bound by such modifications and conditions affixed to the approved development plan.

3. APPROVAL OF DEVELOPMENT PLANS

Within ninety days from the date of the commission meeting at which all required plans and data were first considered by the planning commission, the commission shall either approve the submitted plan, approve a modified development plan or disapprove the development plan. An alternate timetable will be considered if the applicant consents to an extension. In the event the applicant chooses to withdraw the application, the time limitations of this section shall only apply if such application is later presented to the planning commission as required. If the planning commission disapproves the development plans, the planning commission shall indicate the reason for disapproval in the minutes.

Upon approval by the planning commission, the development plan shall be submitted to council for confirmation. A report is filed with the clerk of

council for council's consideration at their next council meeting. Council generally meets the first and third Thursday of each month other than August, when council recesses. Council may make modifications under the same procedure and requirements followed by the planning commission under Sections 1220.05 and 1220.06. Action by council shall be deemed to be final. If the plans are approved by council, the applicant may then apply for a building permit.

The applicant then submits construction plans to the building and engineering departments for review, inspection and issuance of permits. The construction plan will be examined for conformity to the approved development plan. Except for minor revision, as determined by the director of planning, any revisions by the developer will need to be resubmitted through the same procedure required for the original development plan (planning commission and council approval). Minor revisions which do not require further modification and conform to the zoning requirements may be accepted and approved by the director of planning.

Failure to obtain a building permit and begin the construction of the improvements approved in the development plan within one year after council's approval shall make null and void the development plan as approved unless an extension of time is granted by planning commission and approved by council. The filing of a written request with the planning commission for an extension of approval shall toll the running of the one-year period and any approval or disapproval of an extension shall relate back to the date of the letter requesting the extension.

If you have any questions, please contact the planning department at 440-617-4305.
www.cityofwestlake.org

What you need to know about Development Plans

Review Process



City of Westlake
Planning Department
440-617-4305

The information in this brochure is intended as a general guideline. Please refer to the Codified Ordinances of the City of Westlake for additional information and any updates.