

1. APPLICANT SUBMITS PLANS

An application for any subdivision is to be submitted to the Westlake Planning Department for review and approval by the Westlake Planning Commission and Westlake City Council. This is a two step process. First a preliminary plan is submitted for review and approval by the planning commission and council. Then once a preliminary plan is approved a final plat is submitted for review and approval by planning commission and council. Newly created parcels should comply with the lot design guidelines listed in, but not limited to, chapter 1127 and 1131 of the Westlake Codified Ordinances.

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

Fees:

- Application: \$50.00

Review fees (one of the below):

- \$400 plus \$5 per lot (Major Subdivision – Preliminary Plans)
- \$200 plus \$5 per lot (Major Subdivision – Final Plat)
- \$100 (Minor Subdivision)

2 copies:

- Proof of ownership (warranty deed or option to purchase)
- Legal description
- Improvement plans (Final Plat only)

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

- Completed application form, including lot parcel no. or nos.
- Preliminary subdivision plan or final plat as described in chapter 1131 and 1125
- Adequate water supply and hydrant location as described in chapter 1371.02 and 1371.03

- Letter explaining proposal addressed to:
Westlake Planning Commission
Attn: Nicolette A. Sackman, MMC
Clerk of Commissions
27700 Hilliard Boulevard
Westlake, OH 44145

1 copy:

- A tax map showing 500' around the parcel (not required for a Major Subdivision Final Plat)
- 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 mailing address labels. A copy of these mailing labels can also be used as the required list (not required for a Major Subdivision Final Plat).

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.

2. LOT DESIGN

The plat shall be accurately and clearly drawn at a scale of 50' to 1". Each lot shall be designed to form an adequate site for the type of building to be developed. The lot shall be more or less rectangular in form. A triangular shaped lot or one with acute angles, irregular boundaries or

other shape that restricts its use as a building site is to be avoided.

Area and Width. The area and width of lots shall be not less than required by the zoning code. Drainage easements shall be deducted from lot area or width requirements.

Depth. The depth of a lot (one-family subdivision) shall be not less than one and four-tenths times its width (1.4:1), nor exceed three and one-half times its width. All lots shall be at least 170 feet deep from right of way. This ratio may be increased when the rear line of a lot abuts a freeway, railroad or other incompatible nonresidential land use. Lots abutting major streets (one-family subdivision) may exceed the aforesaid maximum depth ratio (3-1/2:1) in order to increase the safety and privacy thereon. However, the depth shall not exceed five times the width. Such roadside subdivisions shall be planned to achieve uniform rear lot lines. The depth of lots abutting on secondary streets will also be increased in depth proportionate to the increased setback.

Corner Lots. Corner lots must have extra area and width to obtain the required side, rear and front yards of building setback from an appropriate orientation to both streets and as may be required by the zoning code. Corner lots must have a minimum lot width at the building line of 120 feet and a minimum lot area of 22,000 square feet. The added width requirements for corner lots will be deducted from the corner lot width before application of the lot minimum or maximum depth to width requirements.

Side Lot Lines. Side lot lines shall be designed to be at right angles to straight street lines or radial to curved street lines, except that such lines may be modified to accommodate topography or natural features. At a three-way or "T" intersection, the side lot lines will be adjusted so

that a dwelling site will not be directly on the projected line of the street which terminates. (Chapter 1127.05 of the Westlake Codified Ordinances)

Various lands in the City of Westlake have been identified as possible wetlands by the U.S. Department of the Interior. Properties should be analyzed for the existence of wetlands and a permit *may* be required from the U.S. Corps of Engineers to work on your land. For further information contact:

U.S. Army Corps of Engineers
Buffalo District
Attn: Regulatory Branch
1776 Niagara Street
Buffalo, NY 14207-3199
(716) 879-4330

3. PLANNING COMMISSION REVIEW AND MODIFICATION

Copies of the proposed subdivision 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. The staff can ask questions or explain any revisions needed to the plat. Revisions are to be submitted to the planning department prior to being placed on a planning commission agenda.

After submittal of complete plans and review by the planning department, the director of planning will place the subdivision plat application on the planning commission agenda as soon as practicable. Items are 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 planning commission and council is on recess.

The planning commission will review the plans taking into account the spirit and intent of the zoning code. The commission, in reviewing the proposed plat for conformity to the provisions of the zoning code, may make adjustments (by granting a modification) to certain yards, area and other dimension requirements. If modifications made by either the planning commission or the applicant are subsequently approved by the commission, the modifications are made a part of the plat and indicated on a revised plat to be submitted to the planning department. The applicant and/or his assigns shall be bound by such modifications and conditions made a part of the approved plat.

4. APPROVAL OF PLATS

After approval by the planning commission, the plan will be submitted to council for approval. Once council has approved the plat and adopted legislation, a reproducible mylar of the approved plat is to be submitted to the Westlake Engineering Department for recording with the Cuyahoga County Recorder.

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

www.cityofwestlake.org

What you need to know about Subdivisions

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.