



PLANNING DEPARTMENT

27700 Hilliard Blvd.
Westlake, OH 44145

Phone 440.871.3300
Fax 440.617.4324

DEVELOPMENT PLANS – CHAPTER 1220

Incomplete and/or incorrect submittals may not be accepted and will be returned to the applicant for proper processing before they can be placed on a planning commission agenda.

Step 1 Agent and/or owner must contact the Westlake Planning Department at 440.617.4305 prior to submitting an application to discuss the initial proposal.

The City of Westlake's zoning and platting codes can be found on the city's website at: <https://www.cityofwestlake.org/248/Codified-Ordinances> or a copy of the zoning code can be purchased from the Clerk of Council in the council office.

Step 2 APPLICATION FILING FOR PRE-APPLICATION CONFERENCE - Agent and/or owner must be present at the pre-application conference – see planning commission meeting schedule deadlines.

SUBMITTAL REQUIREMENTS:

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

Lighting Review Deposit - \$500 (required if there will be any new exterior lights) – Applicant will reimburse the city for any lighting review fee. If the amount due is less than \$500, the applicant will be refunded. If the amount exceeds \$500 the applicant will be billed for any additional fees incurred. (Chapter 1115.08)

Mastercard, Visa, Discover accepted or make check payable to the City of Westlake.

1 copy only

- Proof of ownership (warranty deed or option to purchase)
- Legal description
- A tax map showing 500' around the parcel
- A list of the names and addresses (not mailing address of banks/escrow company) of all property owners within 500' of the perimeter of the premises to be developed. This list shall include parcel numbers and **shall be prepared and certified correct by a title company doing business within Cuyahoga County** (provide letter from title company certifying list). A copy of the mailing labels can be used for this purpose. Copies of deeds are not requested.
- Please type parcel number, name and address on mailing address labels.** The labels **must** be on a sheet of 30 labels (ex. Avery 5160). Please do not use clear mailing labels.

1 CD or flash drive with electronic copy of plans:

- Adobe Acrobat PDF of **all documents** being submitted. Each drawing should be a separate PDF file – not one multiple page PDF.
- Applicants must submit lighting plans, photometrics, and specifications in accordance with 1230.03. An electronic copy (PDF) of the lighting plans are required at the time of submittal.

7 complete sets (hard copies); each set contains one copy of the following:

- Completed application form, including parcel no. or nos.
- Letter explaining proposal
- Applicants must submit fully dimensioned Development Plans as described in Chapter 1220 (landscape plans, photometrics, etc. – see 1220)
- Applicants must submit lighting plans, photometrics, and specifications in accordance with Chapter 1230.03.
- Tree preservation plan as described in Chapter 1137, if required (<http://www.cityofwestlake.org/248/Codified-Ordinances>)
- All developments requiring a development plan involving exterior appearance and design of all new construction, site improvements, and building renovations must comply with Chapter 1237 (<http://www.cityofwestlake.org/248/Codified-Ordinances>)
- Adequate water supply & hydrant location as described in Chapter 1371.02 and 1371.03 (<http://www.cityofwestlake.org/248/Codified-Ordinances>)
- All plans must be folded** with printing on the outside and so that outside dimensions are no larger than 9” x 14” (plans must be able to fit in a legal size red rope file)

Step 3 APPLICATION FILING FOR PLANNING COMMISSION MEETING - *(must attend pre-application conference first for initial review) - Applicant and/or owner must be present at the Planning Commission meeting and must be prepared to present their own plans to the Commission*

SUBMITTAL REQUIREMENTS:

1 CD or flash drive with electronic copy of plans

- Adobe Acrobat PDF of **all documents** being submitted. Each drawing should be a separate PDF file – not one multiple page PDF.
- Applicants must submit lighting plans, photometrics, and specifications in accordance with 1230.03. An electronic copy (PDF) of the lighting plans are required at the time of submittal.

9 complete sets (hard copies); each set contains one copy of the following:

- Completed application form, including parcel no. or nos.
- Fully dimensioned Development Plans as described in Chapter 1220 (landscape plans, photometrics, etc. – see 1220) (<http://www.cityofwestlake.org/248/Codified-Ordinances>)
- Applicants must submit lighting plans, photometrics, and specifications in accordance with 1230.03.

Revised 1-26-21; Instruction pages do not need to be provided in the planning commission submittal packet and are for applicant use only

- Tree preservation plan as described in Chapter 1137, if required (<http://www.cityofwestlake.org/248/Codified-Ordinances>)
- All developments requiring a development plan involving exterior appearance and design of all new construction, site improvements, and building renovations must comply with Chapter 1237 (<http://www.cityofwestlake.org/248/Codified-Ordinances>)
- Adequate water supply & hydrant location as described in Chapter 1371.02 and 1371.03 (<http://www.cityofwestlake.org/248/Codified-Ordinances>)
- **All plans must be folded** with printing on the outside and so that outside dimensions are no larger than 9" x 14" (plans must be able to fit in a legal size red rope file)
- Materials Sample board **no larger than** 9" x 14" (sample board must be able to fit in a legal size file)
- Letter explaining proposal addressed to:
 - City of Westlake Planning Commission
 - Attn: Nicolette A. Sackman, MMC Clerk of Commissions
 - 27700 Hilliard Boulevard
 - Westlake, OH 44145



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27700 Hilliard Blvd.
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WESTLAKE PLANNING COMMISSION APPLICATION

Project: _____

Name of Property Owner: _____

Address of Property Owner: _____

Telephone: _____ Fax: _____ Email: _____

Request: _____

Property located at: _____

Involving Parcel Nos.: _____

(please provide parcel number and zoning)

Property zoned: Business: OB EOP SC GB IS RB AP HM ISF

Residential: R-1F-80 R-1F-Cluster R-2F-100 R-MF-40 R-MF-24 R-MF-15

Industrial: OL EI EOL Health Campus: HC Planned: PUD PO

FOR SUBDIVISIONS ONLY:

Area of lot to be developed: _____ acres

Area of lots: _____ acres

Total building area: _____ sq ft

Area of blocks: _____ acres

Area of ROW: _____ acres

Name of Representative: _____

Address of Representative: _____

Telephone: _____ Fax: _____ Email: _____

Signature of Property Owner

Signature of Representative

APPLICANT/AGENT MUST BE PRESENT AT PLANNING COMMISSION MEETING



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Chapter 1220 Development Plan Requirements

Check Off List

Items to be provided in submittal sets for Development Plans:

- Application Form
- Cover Letter
- Proof of Ownership
- Legal Description
- Fees (Chapter 1115)
- Survey
 - Property dimensions and size
 - Adjoining parcels
 - Building on adjoining lots
 - Topography: existing & proposed
 - Permanent parcel number(s)
- Buildings
 - Location
 - Height
 - Main and accessory uses
 - Area (size)
 - General design and elevations
 - Material and color
- Floor Plans
- Drives and Sidewalks
 - On-site circulation
 - Control devices
 - Access to streets and aprons
 - Type of pavement
 - Driveway widths
- Parking and Loading
 - Arrangement and number
 - Pavement
 - Dimensions
 - Curbing
- Utilities
 - Water lines
 - Fire hydrants (Chapter 1371.02 and 1371.03)
 - Sanitary
 - Storm
- Storage
 - Location
 - Enclosure
- Signs
 - Type
 - Design
 - Area
 - Height
 - Location
- Landscaping
 - Type
 - Location
 - Height
 - Materials
- Lighting
 - Type – detailed specifics
 - Photometrics
 - Location
 - Height
 - Materials
- Buffering (Chapter 1130)
 - Location
 - Opacity
 - Height and size
 - Type of plantings
- Tree Preservation Plan (Chapter 1137)
- Storm Drainage and Grading
 - Retention
 - Calculations
 - Location
 - Grading
- Notification Labels
 - Names and addresses of **all** property owners within 500' of the parcel to be developed; which is to be prepared and certified by a title company

NOTICE:

Various lands in the City of Westlake have been identified as possible WETLANDS by the U.S. Department of the Interior. Federal regulations exist (section 404 of the Clean Water Act – 33 U.S.C. 1344) which may prohibit or limit development within Wetlands. Significant penalties may be levied by the Federal Government for violations of these regulations. 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

6/02

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)

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)

For more specific information please refer to the Westlake Planning Commission Development Plan Application Cover Sheet regarding fees and items to be submitted. A copy is available from the Clerk of Commissions and is also available on the city website at:

<http://www.cityofwestlake.org/532/Planning-Department> .

2. APPLICATION FILING FOR PRE-APPLICATION CONFERENCE

The pre-application conference, planning commission meeting schedule and deadlines are available from the Clerk of Commissions and are also available on the city website at:

<http://www.cityofwestlake.org/532/Planning-Department>. Agent and/or owner must contact the Westlake Planning Department at 440.617.4305 prior to submitting an application for the pre-application conference to discuss the initial proposal. Agent and/or owner must be present at the pre-application conference.

Copies of the development plan are distributed to various city departments for review and comment at the pre-application conference meeting. 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. The intent of the pre-application conference with city planners and staff is to review the proposal for compliance to the zoning codes and to ensure a complete application packet is made to the planning commission.

3. APPLICATION FILING FOR PLANNING COMMISSION REVIEW

Plans for planning commission are to be submitted to the Westlake Planning Department by the planning commission deadline date, which is available from the Clerk of Commissions or on the city website at:

<http://www.cityofwestlake.org/532/Planning-Department>.

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 or emailed a copy of any comments, questions or concerns. City staff 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 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.

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

4. 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.

Revised 04-14-16

This sheet does not need to be provided in the planning commission submittal packet and is for applicant use only