



PLANNING DEPARTMENT

27700 Hilliard Blvd.
Westlake, OH 44145

Phone 440.871.3300
Fax 440.617.4324

SUBDIVISIONS

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 - Major Subdivision Final Plats may not be required to go through the pre-application conference, contact planning department staff prior to submittal. Agent and/or owner must be present at the pre-application conference.

SUBMITTAL REQUIREMENTS:

| | | |
|--------------|---------------|--|
| Fees: | Application - | \$50.00 |
| | Review - | \$400 plus \$5 per lot (Major Subdivision – Preliminary) |
| | | \$200 plus \$5 per lot (Major Subdivision – Final Plat) |
| | | \$100 (Minor Subdivision) |

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

1 copy (not required for a Major Subdivision Final Plat)

- A tax map showing 500' around the parcel
- A list of the names and addresses (not tax mailing address of banks or copies of deeds) 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).
- **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.) The labels **must** be on a sheet of 30 labels (ex. Avery 5160). Please do not use clear mailing labels.

2 copies

- proof of ownership (warranty deed or option to purchase)
- legal description
- improvement plans (Final Plat only)

Revised 4-8-20; Instruction pages do not need to be provided in the planning commission submittal packet and are for applicant use only

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; each set contains one copy of the following:

- Completed application form, including parcel no. or nos.
- Preliminary Subdivision Plan or Final Plat as described in Chapter 1131
- adequate water supply & hydrant location as described in Chapter 1371.02 and 1371.03
- letter explaining proposal
- **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):

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.

2 copies

- legal description
- improvement plans (Final Plat only)

9 complete sets; each set contains one copy of the following:

- Completed application form, including parcel no. or nos.
- Preliminary Subdivision Plan or Final Plat as described in Chapter 1131
- adequate water supply & hydrant location as described in Chapter 1371.02 and 1371.03
- **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)
- letter explaining proposal addressed to: City of Westlake Planning Commission, Attn: Nicolette A. Sackman, MMC, Clerk of Commissions, 7700 Hilliard Boulevard, Westlake, OH 44145

Applicant and/or owner must be present at the Planning Commission meeting and must be prepared to present their own plans to the Commission



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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

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.

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. 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 subdivision plat 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 and subdivisions code requirements, lot layout, traffic, emergency access, easements, utilities, and storm water drainage. The staff can ask questions or explain any revisions needed to the subdivision 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.

4. 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 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.

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.

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 PLATS

After approval by the planning commission, the plat 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.

Recommended Additional Signature Blocks:

APPROVALS

THIS PLAT APPROVED BY THE PLANNING COMMISSION OF THE CITY OF WESTLAKE FOR RECORDING PURPOSES ONLY THIS ____ DAY OF _____

CLERK OF COMMISSIONS

THIS PLAT APPROVED BY THE DIRECTOR OF ENGINEERING OF THE CITY OF WESTLAKE FOR RECORDING PURPOSES ONLY THIS ____ DAY OF _____

ENGINEER

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



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Major Subdivision Steps

Majority of subdivisions go through the following three steps:

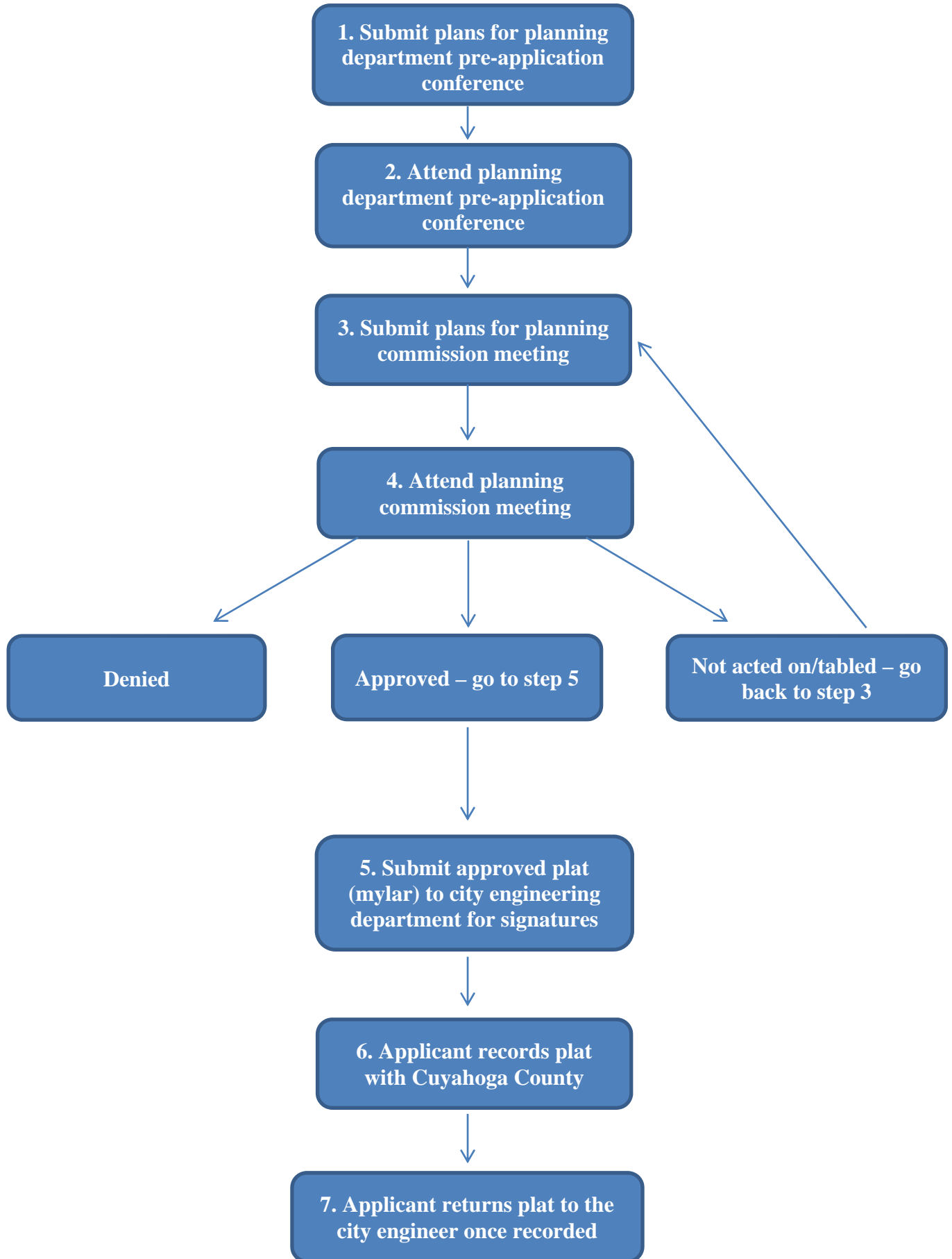
1. Lot Split and/or assembly
 - a. if multiple original parcels are involved they must be assembled into one parcel
2. Subdivision Preliminary Plans
3. Subdivision Final Plat

Some subdivisions may require additional steps after final plat approval. Subdivision entrance sign plans need to follow the sign plan review and approval process as do fence waivers. These items vary on a case by case basis as not every subdivision has an entrance sign or retention pond.

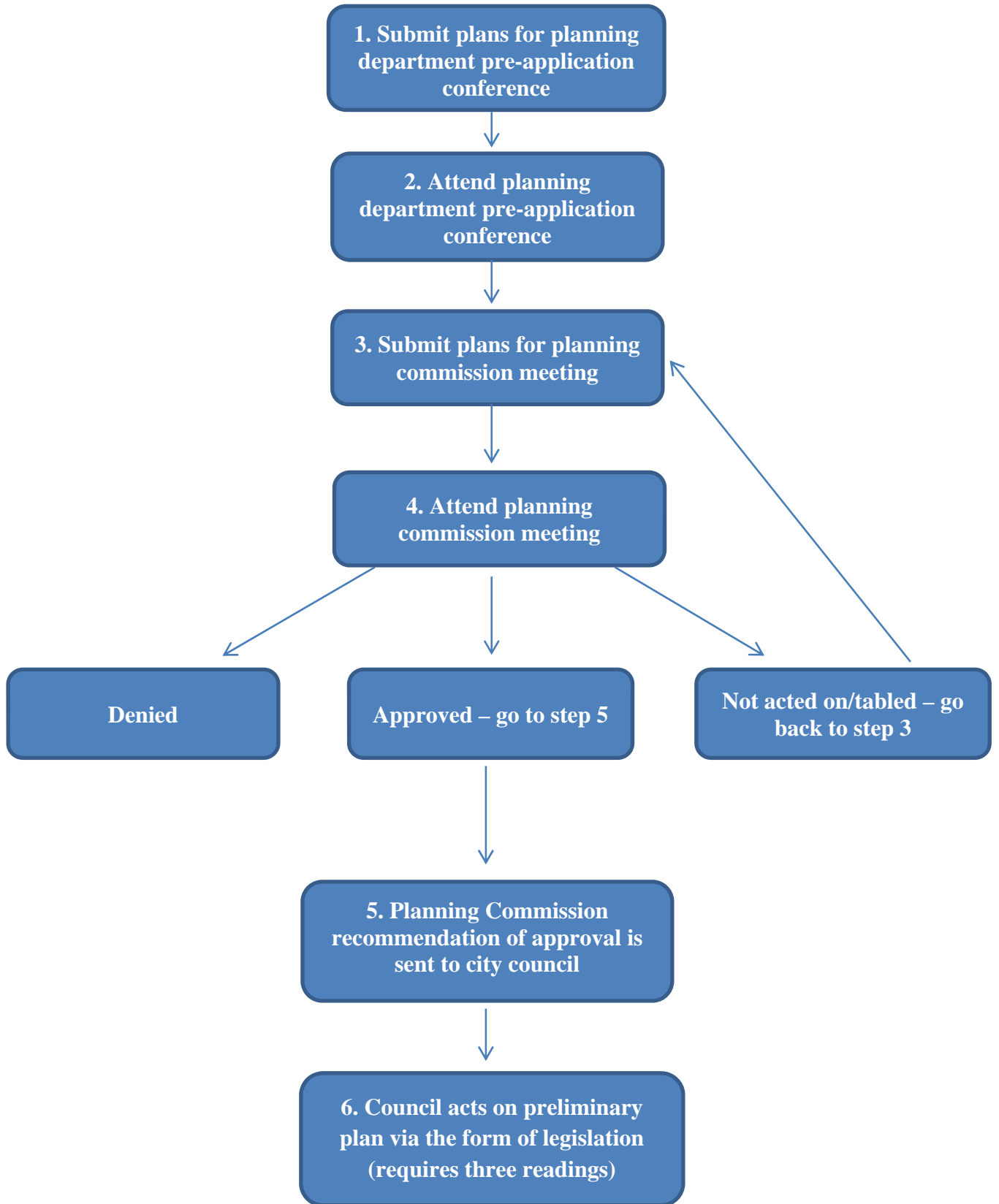
The Westlake Zoning Codes are available on our website www.cityofwestlake.org by clicking on “Codified Ordinances” under the drop down menu “City Government.” Chapter 11 is the planning and platting code. The procedures established in this chapter are intended to define the steps by which a developer shall design, make an application, record plats and construct improvements, and by which the planning commission shall review, make recommendations, approve the plans and otherwise administer the Land Planning and Subdivision Regulations. Applications for Subdivisions, Lot Splits and Assemblies are available on our website www.cityofwestlake.org by clicking on “Forms and Permits.”

For more in-depth information contact the Westlake Planning Department at (440) 617-4305.

Step 1. Lot Split and/or assembly



Step 2. Subdivision Preliminary Plans



Step 3. Subdivision Final Plat

