

RESUBDIVISION APPLICATION FORM
City of Cleveland Heights

Project Number _____
Date Submitted _____



Before proceeding with a change to the boundaries (a resubdivision) of any parcel of land in Cleveland Heights, it is necessary to obtain the approval of the **Planning Commission**. At the Planning Commission meeting, members of the staff and the applicant will make presentations regarding the proposed resubdivision. The Planning Commission may grant or deny the request for a resubdivision, or it may postpone making a decision to consider or seek additional information. It is the Planning Commission's responsibility to make decisions based on the facts presented, within the framework set by the Zoning Code. **Prospective applicants are strongly advised to consult with Planning & Development Department staff before submitting an application at 216.291.4878 or planningcommission@clevelandheights.gov.**

The application may be dropped off in the dropbox outside of City Hall or mailed to: City of Cleveland Heights, Department of Planning & Development, 40 Severance Circle, Cleveland Heights, OH 44118. Digital copies of all materials should be transmitted via email to planningcommission@clevelandheights.gov as well.

Applicant(s) _____

Phone _____ e-mail _____

Address of subject property _____

Mailing address of applicant _____

Applicant's representative, if any _____

Phone _____ e-mail _____

Address of representative _____

Property Owner, if different from applicant _____

Phone _____ e-mail _____

Address of property owner _____

Brief summary of proposed resubdivision (if needed attach detailed written description):

All applications must include the following items, collated:

- 1 copy** Proof of control of the affected properties by ownership, option, or lease
- 1 copy** Consent to Access Property
- 13 copies** Completed application form
- 13 copies** Plot map showing current & proposed parcel boundaries (max. 11x17 paper preferred)
- \$200 application fee (check payable to the City of Cleveland Heights)** check # _____

Applicant's signature _____ Date _____

Please print name _____

CONSENT TO ACCESS PROPERTY

I, the undersigned responsible party (owner, occupant, tenant, or agent for the property owner) of the property described herein, do hereby consent to entry upon said property, at a reasonable time and to the extent necessary, by the City of Cleveland Heights and its officers, employees, and/or agents for the purpose of inspecting said property for compliance with the City's Zoning, Housing, and/or Building Codes. I further certify that I have authority to grant access to said property.

Address _____ Property _____

Signature of Responsible Party

Name of Responsible Party (please print)

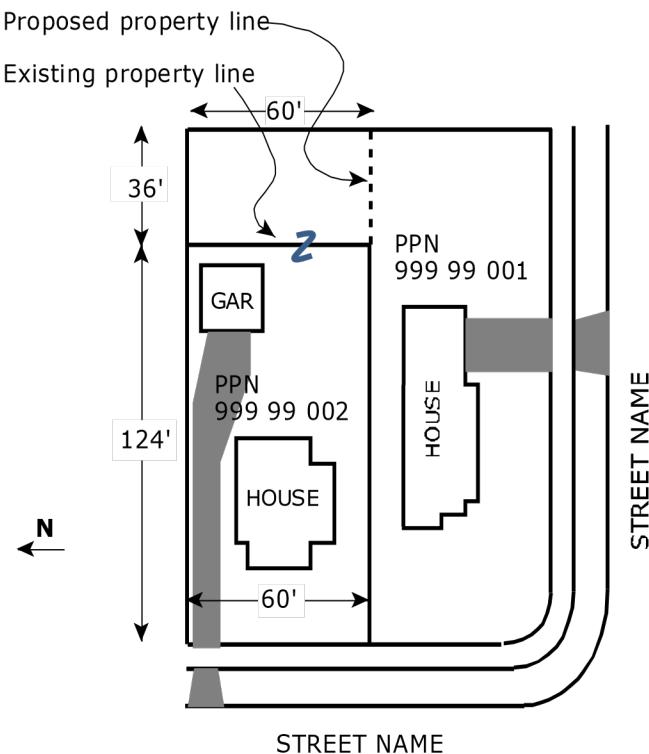
I am the: owner occupant tenant agent for property owner

Telephone Number _____

Date _____

PLEASE NOTE THAT FAILURE TO CONSENT TO A SITE INSPECTION OF YOUR PROPERTY MAY CAUSE DELAY IN YOUR APPLICATION AND/OR MAY CAUSE YOUR APPLICATION TO BE CONSIDERED INCOMPLETE.

SAMPLE PLOT MAP FOR RESUBDIVISION APPROVAL



The map should be drawn to scale, which means distances can be measured, shows all important dimensions, and provides other orienting information, such as street names, permanent parcel numbers (PPNs), and the location of existing buildings on the subject properties. Much of this information may be obtained at <http://myplace.cuyahogacounty.us/>

In the proposed resubdivision illustrated at left, the property owners are proposing to split a 36-by-60-foot section off of permanent parcel number 999 99 001 and add it to the smaller parcel next door. The scale is 1" = 60'.

RESUBDIVISION PLAT REQUIREMENTS (AFTER APPROVAL)

Once Planning Commission approval is obtained for a resubdivision, the property owner is required to have a resubdivision plat prepared, on linen or Mylar, by a professional engineer or surveyor. In addition to descriptions of the new parcels, the plat should include the title of the resubdivision; locational information, including original township names and original lot numbers; scale, north arrow, and date; location of easements, if any; signature of the engineer or surveyor, including number and seal, who prepared the plat; signatures of the property owners accepting the plat with notary public affirmation; and the signatures of the City's Planning and Law Directors. The recommended format for signatures indicating City approval follows:

REQUIRED APPROVALS:

Approved by the Planning Commission of the City of Cleveland Heights, Ohio on this _____ day of _____, 20____.

Secretary, Planning Commission

Approved by the Director of Planning of the City of Cleveland Heights, Ohio on this _____ day of _____, 20____.

Director of Planning

Approved by the Director of Law of the City of Cleveland Heights, Ohio, on this _____ day of _____, 20____.

Director of Law

After all signatures have been obtained, it is the property owners' responsibility to record the plat at the Cuyahoga County Recorder's Office, 2079 East 9th Street, (4th floor) Cleveland. Once recorded, the original plat should be returned to the Planning Department.

**City of Cleveland Heights PLANNING COMMISSION
MEETING DATES FOR THE YEAR 2023**

Meetings are held on the second Wednesday of each month at 7:00 p.m., unless otherwise indicated, and are held in City Council Chambers on the 2nd floor of Cleveland Heights City Hall or virtually. Applications are due by 5:00 p.m. on the second Wednesday of the previous month.

The applicant or the applicant's representative must be present at the meeting.

Application Deadline **Meeting Date**

DECEMBER 14, 2022	JANUARY 11, 2023
JANUARY 11, 2023	FEBRUARY 08, 2023
FEBRUARY 08, 2023	MARCH 08, 2023
MARCH 08, 2023	APRIL 20, 2023*
APRIL 12, 2023	MAY 10, 2023
MAY 10, 2023	JUNE 14, 2023
JUNE 14, 2023	JULY 12, 2023
JULY 12, 2023	AUGUST 09, 2023
AUGUST 09, 2023	SEPTEMBER 13, 2023
SEPTEMBER 13, 2023	OCTOBER 11, 2023
OCTOBER 11, 2023	NOVEMBER 08, 2023
NOVEMBER 08, 2023	DECEMBER 06, 2023*
DECEMBER 06, 2023*	JANUARY 11, 2024

*Date change due to holiday