

# DEVELOPMENT PLAN REVIEW

# INFORMATION

City of Cleveland Heights

Application available at [www.citizenserve.com/clevelandheights](http://www.citizenserve.com/clevelandheights)

Contact: [planningcommission@clevelandheights.gov](mailto:planningcommission@clevelandheights.gov) or 216-291-4878

Prospective applicants are strongly advised to consult with Planning & Development Department staff before applying. Staff members will explain the process and make applicants aware of the regulations that apply to their projects. In certain circumstances, before larger-scale development projects are allowed to proceed in the City of Cleveland Heights, development plan approval is necessary. In situations where development plan approval is required, the development plan approval process precedes the separate-but-related process of obtaining building permits.

This application may be used for:

- proposing development or redevelopment projects in the S-1 mixed-use zoning district (Severance Town Center),
- proposing the establishment of or variations to an S-2 planned development in the S-2 mixed-use zoning district,
- proposing the establishment of a planned development overlay (PDO) district, in accordance with Chapter 1147 of the Zoning Code
- larger-scale development projects in other zoning districts

In the S-1 zoning district, the Board of Control has primary responsibility for development plan review. In all other districts, this responsibility falls primarily to the Planning Commission. Even in the S-1 district, however, the Planning Commission has a significant role in development plan review. If variances are needed for a project to proceed, a separate application must also be filed.

## Public Hearing and Planning Commission Review

At the Planning Commission meeting, members of the staff and the applicant will make presentations regarding the proposed development. Neighbors, who will be notified in advance of the hearing by mail, and other interested parties will have the opportunity to comment during the public hearing portion of the Planning Commission's meeting. The Planning Commission may grant or deny the request for approval, or it may postpone deciding 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. Contact staff to learn more about the planning commission application process.

## Development plan, required contents

Unless the applicant is instructed otherwise, development plan proposals should contain the following elements:

1. **Plot plan** – Plat, property lines of the parcel or parcels proposed for development including existing utilities, easements, street rights-of-way, and locations of existing principal buildings and land uses on adjacent parcel and across existing streets. Permanent parcel numbers of the development and adjacent parcels shall be included.
2. **Topographic information** – Topographic maps showing existing and generally proposed grading contours at not greater than two-foot intervals including integration into and topography on adjacent properties, wooded areas and trees of substantial size. The topography may be included on the plot plan.
3. **Depictions of principal and accessory buildings** – The number, height, location and grouping of proposed dwelling units, nonresidential uses, recreational facilities and public uses, along with notation of the development standards for building spacing, setback from public streets and maximum building height.
4. **Traffic and circulation plan** – The proposed system of on-site vehicular circulation, details for access to streets, methods for control of traffic, and an assessment of the impact of the proposed development on the existing circulation system.
5. **Parking arrangement** – The layout, dimensions and estimate of the number of parking spaces, the landscaping and other design features of the parking area and types of pavement.

6. **Outdoor lighting plan** – The location, type and illumination intensity of any existing or proposed outdoor lighting fixtures.
7. **Depiction of proposed signage** – Indication of the size, location, color and nature of any existing or proposed signs on the property.
8. **Landscaping and screening plan** – A preliminary description of the location and nature of existing and proposed vegetation, landscaping and screening elements.
9. **Outdoor storage arrangement** – The location and layout of all outdoor storage including storage of waste materials and trash receptacles.
10. **Phasing and sequencing timeline** – A detailed statement of the phasing and staging of specific elements of the plan, including a proposed construction sequencing schedule.