



3382 Glenwood Blvd. · Reminderville, Ohio 44202 - · 330-562-1234 · www.Reminderville.com

## PROCEDURES FOR SUBMISSIONS TO PLANNING COMMISSION

1. Submit the application to the Planning Commission with the applicable fee.
2. Accompanying your request should be maps depicting the area being considered for approval and/or any information considered pertinent to the request.
  - a. Prior to submission please verify with the city engineer the content expected on the preliminary plan.
  - b. Number of maps to be submitted:
    - i. Preliminary Plan: 10
    - ii. Final Plan: 8
    - iii. Final Plat: 8
    - iv. Original Mylar: 1
3. Plans will be distributed to the four department heads: Engineering, Building, Police, and Fire Departments, to review.
4. You will receive an email with reviews from department heads as well as the date and time of the meeting.
5. Once the committee approves your final plan/plat submission, it will then go before the City Council for approval. If they approve, then the original mylar you make available to us will be signed by both members of the Planning Commission as well as by members of Council. Once signed, the mylar will be returned to you for recording with Summit County (please make sure that your people also have their signatures present on the mylar as well). There are times when the plans are not approved as submitted for some reason or other and you may have to appear before the Planning Commission once again before approval accompanied by items requested by the Committee.
6. Planning Commission Fees:
  - a. Site plan application: \$1,000.00
  - b. Zoning amendment: \$1,000.00
  - c. Lot split/consolidation: \$ 500.00
  - d. Conditional zoning application: \$ 500.00