

# Planning Commission Application

Village of Boston Heights  
45 E. Boston Mills Road  
Boston Heights, OH 44236  
(330) 650-4111

## Instructions

1. The Planning Commission of the Village of Boston Heights requires the completion of this application in order to appear before the Planning Commission. This application must be submitted to the Planning Commission Clerk no later than 3:30 pm twenty (20) days prior to the Planning Commission Meeting at which the matter is to be considered.
2. Please obtain and read the Zoning Code of the Village of Boston Heights before completing this application. A copy may be obtained from the Village Hall at the address above for a \$10.00 fee.
3. All questions on this application must be answered in their entirety. Use extra sheets if necessary. If the answer to a question is "none" or "not applicable," so indicate.
4. Please attach all documents required by the Zoning Code of the Village of Boston Heights.
5. Please include the necessary fee that is provided on the attached fee schedule.
6. Upon completion, please submit the application to the Planning Commission Clerk at the address listed above. Please submit the original and two (2) copies of this application.
7. FAILURE TO (I) SUBMIT THIS APPLICATION, (II) SUBMIT THIS APPLICATION BY THE REQUIRED DEADLINE, (III) COMPLETE ALL BLANKS ON THIS APPLICATION, (IV) ATTACH ALL NECESSARY DOCUMENTS, OR (V) INCLUDE THE REQUIRED FEE MAY RESULT IN THE APPLICATION BEING RETURNED TO YOU WITHOUT IT BEING CONSIDERED BY THE PLANNING COMMISSION ON THE DATE REQUESTED.
8. APPLICANT MUST ATTEND THE MEETING WHEN THIS APPLICATION IS TO BE CONSIDERED. FAILURE TO ATTEND THE MEETING MAY RESULT IN THE DISMISSAL/DENIAL OF YOUR APPLICATION.

Meeting Date Requested: \_\_\_\_\_  
(Please contact Planning Commission Clerk for meeting dates)

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## Applicant's Information

Type of Entity:  Individual  Corporation  LLC  Partnership

Other (Specify): \_\_\_\_\_ Charter Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

All names Applicant uses to do business (tradenames, "dba," etc.): \_\_\_\_\_

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## Property at Issue

Address / Location: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Applicant's Interest in the Property:  Owner  Lessee  Other (Specify): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_ Acreage: \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

(Please Be Specific As to the Use of the Property)

Names & Addresses of Adjacent Property Owners:

\_\_\_\_\_  
\_\_\_\_\_

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Continued on Reverse Side

**Planning Commission Action Requested**

Please Check Request:

- 1. Site Plan Application
- 2. Zoning Code Text Change
- 3. Zoning District/Map Change
- 4. Other (Please Specify): \_\_\_\_\_

Fee: \_\_\_\_\_  
(Please See Attached Fee Schedule)

Paid by:  Cash  Check

Explanation of Request (Be Specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicable Village Code Sections (Consult Village Zoning Code before Completion): \_\_\_\_\_

Has the Property Been Subject of Previous Planning Commission / BZA Hearings?:    \_\_\_ Yes    \_\_\_ No

Proposed Start Date of Construction (If Applicable): \_\_\_\_\_

List All Variances Applicant May Request From the Board of Zoning Appeals: \_\_\_\_\_  
\_\_\_\_\_

List Attached Documents:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, Applicant certifies that the facts contained in this application are true and complete to the best of Applicant's knowledge.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

VILLAGE USE ONLY

DATE RECEIVED:	RECEIVED BY:	HEARING DATE:

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## Planning Commission Application Fee Schedule

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\*\*\* All fees are nonrefundable and must be paid at the time this Application is submitted. \*\*\*  
[fee schedule per Ord 16-2007]

<u>Action Requested</u>	<u>Fee</u>	<u>Ordinance(s)</u>
1. Site Plan Application	\$100.00	1101.05(a)
2. Zoning Code Text Change	\$100.00	1101.05(b)
3. Zoning District/Map Change ("Rezoning")	\$100.00	1147.03 & 1101.05(c)
4. Preliminary Plat	\$350.00	1101.05(f)
5. Final Plat	\$350.00	1101.05(g)
6. New Commercial/Industrial Construction	\$450.00 per building	1101.05(h) & (j)
7. Additions to Commercial/Industrial Const.	\$250.00	1101.05(i) & (k)
8. Communications Tower	\$250.00	1101.05(l)
9. Sign Application Review/Approval	A fee of \$75.00 for non-illuminated signs and \$125.00 for illuminated signs must accompany the Sign Application Form. This fee includes any sign review/approval by the Planning Commission.	1101.05(d) & (e)