



City of Olmsted Falls  
Department of Building & Zoning  
9234 Columbia Road, Olmsted Falls Ohio 44138  
440.235.1055 Fax 440.427.2147  
E-mail [building@olmstedfalls.org](mailto:building@olmstedfalls.org)

## PLANNING AND ZONING COMMISSION APPLICATION

This application must be completed in its entirety and submitted to the Building Department. Only after the City has determined that the application is complete will you be placed on the agenda for the next available Planning and Zoning Commission meeting. Please refer to the attached checklists for a list of all materials necessary for the type of application you are submitting. The City will notify you if it is determined that additional documentation is necessary to process your request. Incomplete applications will not be presented to the Commission

Please note that if the applicant is not the owner of record of the property involved in this request, the application must include written authorization from the current legal property owner.

SITE ADDRESS: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ PERMANENT PARCEL #: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### TYPE OF APPLICATION:

- |                                                                  |                                                          |
|------------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> USE VARIANCE                            | <input type="checkbox"/> MINOR SUBDIVISION               |
| <input type="checkbox"/> SETBACK OR AREA VARIANCE                | <input type="checkbox"/> MAJOR SUBDIVISION               |
| <input type="checkbox"/> APPEAL OF ADMINISTRATOR'S DETERMINATION | <input type="checkbox"/> PRD DEVELOPMENT PLAN            |
| <input type="checkbox"/> NON-RESIDENTIAL SITE PLAN               | <input type="checkbox"/> MUTND DEVELOPMENT PLAN          |
| <input type="checkbox"/> CONDITIONAL USE PERMIT                  | <input type="checkbox"/> ZONING AMENDMENT                |
| <input type="checkbox"/> SIMILAR USE DETERMINATION               | <input type="checkbox"/> OTHER MISCELLANEOUS APPLICATION |



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DESCRIPTION OF SPECIFIC REQUEST:

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Is the project located within a historic district?

- YES
- NO

Has the Commission granted any request concerning this property in the past two years? If yes, please explain

- YES
- NO

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Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



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## **SUBMITTAL CHECKLISTS**

**The following items are required for each type of request in order to be placed on the agenda for the Planning and Zoning Commission. All drawings should be to scale and provide measurements where appropriate.**

### **Development Plan Review for MUPD or PRD:**

- 1. Completed Application
- 2. Accurate topographical documents prepared by an engineer
- 3. Detailed plans of proposed project including existing and proposed building footprints, streets, sidewalks, architectural details, landscaping, buffering, lighting, signage and all other pertinent information required for the members to have a complete grasp of the scope of the project
- 4. Traffic study
- 5. Parking requirements
- 6. Utilities Plan

### **Non-Residential Site Plan:**

- 1. Completed Application
- 2. Accurate topographical documents prepared by an engineer
- 3. Detailed plans of proposed project including existing and proposed building footprints, streets, sidewalks, architectural details, landscaping, buffering, lighting, signage and all other pertinent information required for the members to have a complete grasp of the scope of the project
- 4. Traffic study
- 5. Parking requirements
- 6. Utilities Plan
- 7. Economic impact Study

### **Subdivision Review (Minor or Major)**

- 1. Completed Application
- 2. Accurate topographical documents prepared by an engineer
- 3. Detailed plans of proposed project including existing and proposed building footprints, streets, sidewalks, architectural details, landscaping, buffering, lighting, signage and all other pertinent information required for the members to have a complete grasp of the scope of the project



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**Conditional Use Certificate OR Similar Use Application / Approval**

- 1. Completed Application
- 2. Accurate topographical documents prepared by an engineer
- 3. Detailed plans of proposed project including existing and proposed building footprints, streets, sidewalks, architectural details, landscaping, buffering, lighting, signage and all other pertinent information required for the members to have a complete grasp of the scope of the project
- 4. Traffic study
- 5. Economic Impact Study
- 6. Statement of Justification (see following page)

**Zoning Amendment:**

- 1. Completed Application
- 2. Accurate topographical documents prepared by an engineer
- 3. Detailed plans of proposed project including existing and proposed building footprints, streets, sidewalks, architectural details, landscaping, buffering, lighting, signage and all other pertinent information required for the members to have a complete grasp of the scope of the project
- 4. Traffic study
- 5. Economic Impact Study
- 6. Legal description of are affected
- 7. Statement of Justification (see following page)

**USE VARIANCE:**

- 1. Completed Application
- 2. Site Plan with accurate dimensions of structures and distances to property lines
- 3. Names and addresses of all property owners within 500' of the affected property
- 4. Traffic Study

**SETBACK OR AREA VARIANCE:**

- 1. Completed Application
- 2. Site Plan with accurate dimensions of structures and distances to property lines
- 3. Names and addresses of all property owners within 500' of the affected property





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**REQUIRED FINDINGS FOR VARIANCES**

**(Required for all variance applications)**

- 1. Without the variance, can the property be put to any economically viable use? If not, please explain:**

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- 2. Does the variance request stem from a condition which is unique to the property in question and not ordinarily found in the district? If so, please explain:**

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- 3. Was the hardship / difficulty existing or was it created by the applicant?**

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- 4. Was the applicant / property owner aware of the zoning restrictions when the property was purchased?**

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- 5. Is the granting of the variance necessary for the reasonable use of the land or building and is it the minimum variance that will accomplish this purpose?**

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- 6. Will the granting of this variance adversely affect the delivery of government services such as water, safety, sewer, or refuse removal?**

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- 7. Is the granting of the variance in harmony with the general purpose and intent of the Zoning Code or will it substantially alter the character of the neighborhood?**

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### **AUTHORIZATION FOR PROPERTY ACCESS**

In signing this application, I authorize members of the City's Building Department and Planning and Zoning Commission access to my property for the limited purposes of photographing and/or viewing the area affected by the variance requested in this application and verification of project dimensions.

Any dog(s) on property?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Please type or print:

Applicant/Agent Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Permanent Parcel #: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_