

# INSTRUCTIONS FOR APPEARING BEFORE THE PLANNING COMMISSION FOR SUBDIVISIONS

1. Plans to be placed on the agenda must be submitted to the Service Department fifteen (15) days prior to a scheduled meeting. All plans must be reviewed and receive approval from the Engineer and Service Director.
2. Complete the entire form below and submit with the following:
  - a. Six prints of proposed subdivision (scale not more than fifty (50) feet per inch covering entire area).
  - b. An Engineer's review deposit is required for all subdivisions.
  - c. A check, covering appropriate fees, payable to the city of Middleburg Heights, must accompany application.

Pursuant to Chapter 1111 of the Middleburg Heights, Ohio, Codified Ordinances, a schedule of fees is set forth for review and approval of plans and plats by the City Engineer and Planning Commission.

## **CHAPTER 1111 SECTION 1111.08 SCHEDULE OF FEES:**

In making applications for approval of a preliminary plan or a final plat of a subdivision, the developer shall deposit fees as follows:

### a: **Preliminary Plans**

The minimum fee for review of a preliminary plan shall be four hundred dollars (\$400.00) for each preliminary plan, plus five dollars (\$5.00) for each lot exceeding twenty, plus the fee for an independent analysis when required by the Planning Commission, plus a one hundred dollar (\$100.00) fee for a public hearing, if necessary.

### b: **Final Plats**

Minimum fee examination of a final plat shall be three hundred dollars (\$300.00) for each final plat, plus five dollars (\$5.00) for each lot exceeding twenty.  
(ORD. 1971-42 ORD. 1994-9)

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

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PERMANENT PARCEL NO. \_\_\_\_\_ SUBLOT NO. \_\_\_\_\_

AGENTS NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ SERVICE DIRECTOR \_\_\_\_\_

**CITY USE ONLY:** DATE PLANS REC'D \_\_\_\_\_ CHECK NO. & AMT. \_\_\_\_\_