

# PLANNING COMMISSION APPLICATION



## CITY OF MIDDLEBURG HEIGHTS BOARDS AND COMMISSIONS

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Middleburg Heights, OH 44130

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Please see separate instructions for each type of Planning Commission application.

### TYPE OF APPLICATION

Development Plan, Preliminary     Development Plan, Final     Minor Expansion     Exterior Changes     Parking Expansion

New Signage     Conditional Use Permit     Substantially Similar Use Permit     Other \_\_\_\_\_

Project / Development / Business Name \_\_\_\_\_

Project Address \_\_\_\_\_ Permanent Parcel Number \_\_\_\_\_

### DESCRIPTION OF THE PROJECT/EXTENT OF WORK

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

### BUILDING/PROPERTY OWNER INFORMATION

Name and Firm \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### APPLICANT INFORMATION (OWNER OR OWNER'S AUTHORIZED AGENT – IF AGENT, PLEASE SUBMIT WRITTEN AUTHORIZATION)

Name and Firm \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I certify that that I am the  Owner  Owner's Authorized Agent

I certify that that all information contained in this application is true, accurate, and complete to the best of my knowledge. My signature shall constitute an agreement on my part to abide by all Codes, Ordinances, and regulations of the State of Ohio and City of Middleburg Heights pertaining to this request. I further agree to pay all required fees and required review fees that may result from this application.

**\*Planning Commission approvals are valid for a period of twelve (12) months from the date of approval.**

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

----- **FOR CITY USE ONLY** -----

Project No. \_\_\_\_\_ Rcvd By: \_\_\_\_\_ Planning Commission Approval Date: \_\_\_\_\_

With the following conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Planning Commission Denial Date: \_\_\_\_\_