

# GRADE CHANGE PLAN APPROVAL APPLICATION



**CITY OF MIDDLEBURG HEIGHTS**  
**BUILDING DEPARTMENT**  
15700 Bagley Road  
Middleburg Heights, OH 44130  
Phone (440) 234-2218



Website: [middleburgheights.com](http://middleburgheights.com) E-mail: [building@middleburgheights.com](mailto:building@middleburgheights.com)

**Please submit the completed application with all required items noted below.**

## PROJECT LOCATION:

Street Address \_\_\_\_\_ Unit/Suite/Building # \_\_\_\_\_ Tenant/Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**GRADE CHANGE:** \_\_\_\_\_ REMOVE – LIST AMOUNT \_\_\_\_\_  
\_\_\_\_\_ ADD - LIST TYPE OF FILL TO BE USED \_\_\_\_\_  
LIST AMOUNT TO BE ADDED \_\_\_\_\_  
WHERE FILL MATERIAL IS FROM \_\_\_\_\_

ZONING OF PROPERTY: \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ RESIDENTIAL

## ITEMS REQUIRED WHEN SUBMITTING APPLICATION FOR FILLING/GRADE CHANGE:

- 1) Permit application; properly completed; contractor listed must be registered
- 2) \$300 deposit for site plan review and site inspections. Any remaining monies will be refunded to the depositor in the form of a check, issued by the Finance Department. Additional fees incurred must be collected prior to issuance of permit.
- 3) 3 Drawings stamped by an Ohio Registered Surveyor or Registered Engineer showing:
  - existing and proposed grades
  - proposed drainage
  - proposed sediment control

## BUILDING OWNER INFORMATION:

Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

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

Applicant/Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

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

I certify 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.

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

### FOR CITY USE ONLY

DATE RECEIVED:  WALK IN  MAIL IN PROCESSED BY: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Building Commissioner

DATE: \_\_\_\_\_