



DIVISION OF LAND APPLICATION

City of Cuyahoga Falls
 Community Development Department--Planning Division
 2310 Second Street
 Cuyahoga Falls, Ohio 44221
 330-971-8135 (Phone), 330-971-8366 (Fax)
www.cityofcf.com

Applicant's Information and Instructions **(Keep for Records)**

It is strongly recommended that applicants have a pre-application conference with Planning Division staff prior to submittal. Please call 330-971-8135 to make an appointment with a Planner.

Submittal Procedure

Please refer to the Planning Commission Application Deadline and Hearing Schedule for submittal deadlines and other relevant dates. This document is available online at <http://www.cityofcf.com> or by contacting the Planning Division.

Staff will review submitted applications to ensure all required material and information are provided. Within 30 days of a submittal deadline, the applicant will be notified whether application materials are acceptable. If acceptable, the applicant (contact person) will be notified by phone or mail when the application has been scheduled on the Planning Commission agenda. If the application is not acceptable, a letter outlining the deficiencies will be sent to the applicant, providing a deadline for the submission of information and materials to address the deficiencies. (Note: The Planning Commission agenda is limited to 5 items per meeting; completed applications in excess of 5 will be scheduled for the next meeting.)

Notice & Posting for Preliminary and Final Plat Applications

1. A Notice shall be posted, on the property, at least seven (7) days prior to the Planning Commission Public Meeting.
2. A Notice will be mailed to abutting property owners at least seven (7) days prior to the Planning Commission Public Meeting.

Withdrawal of Preliminary and Final Plat Applications

Any application may be withdrawn by written request of the applicant. If withdrawn prior to the posting, the applicant may be reimbursed. If the application is withdrawn after this time, fees cannot be reimbursed.

Deferral of Preliminary and Final Plat Applications

Applicants may request an indefinite deferral of the application if more time is needed to prepare for the Public Meeting. However, deferrals are not granted automatically, and the applicant's representative must be present at the public meeting even if a deferral has been requested. The Planning Commission may also defer an application for failure of the applicant to follow procedural steps. If the application is deferred at the request of



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the applicant or for failure to follow all procedural steps, a new public notice shall be issued at the expense of the applicant.

Planning Commission Public Meeting for Preliminary and Final Plat Applications

The first public meeting is before the Planning Commission. Planning Commission meetings are held on the first and third Tuesday of every month at 5:30 PM in City Council Chambers at the Cuyahoga Falls Natatorium Building, or such time or places as may be designated by the Planning Division. The applicant or a representative of the applicant **must be present** at the public meeting. The applicant or applicant's representative is asked to make a presentation of the proposal and answer any questions the Planning Commission may have. Large visual presentation aides are also recommended. Other interested members of the public are given the opportunity to speak. If there is opposition, the applicant is also given time for a rebuttal.

The Planning Commission functions as an advisory body to the City Council, and the Planning Commission's recommendation are transmitted to the City Council within 7 days after the public meeting, unless the application is tabled. An application can be tabled up to 30 days.

City Council Public Meeting for Preliminary and Final Plat Applications

The Cuyahoga Falls City Charter requires that all decisions made by the Planning Commission be submitted to City Council for approval. After Planning Commission action, legislation is prepared for submission to City Council. City Council meets on the second and fourth Monday of every month at 6:30 p.m. in City Council Chambers. From the time a matter has received Planning Commission approval, an additional 2 –4 weeks may be needed to obtain Council approval. The Planning Division will notify the applicant in writing of the City Council meeting dates following the Planning Commission meeting.

Prior to the City Council public meeting, Council members are provided with the staff report summary and the Planning Commission recommendation. City Council members are, therefore, familiar with the request and issues involved. At the Council meeting, applicants should give a **brief presentation with visual aides and state whether or not the applicant agrees with the Planning Commission recommendation.** Applicants should avoid restating information already presented to the Planning Commission. A representative of the applicant **must be present** at the City Council public meeting.

The City Council makes the final decision on all application by voting on the submitted legislation. If the application is denied by City Council, substantially the same application cannot be considered within one year of denial.

For detailed information on Division of Land Applications see Sections 1113.01, 1113.02, 1113.03, 1113.04 of the Cuyahoga Falls General Development Code.



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Applicant's Checklist

(Keep for Records)

Be sure to check the items listed below and include all applicable materials when you submit your application. Items must be properly identified or labeled when submitting application. Staff will review submitted applications and notify applicants by mail whether the application has been accepted for processing. Applications lacking required information, and/or signatures cannot be scheduled for public meeting. More detailed information about the process is presented in the attached "Applicant Information" section.

All Division of Land Applications

- Completed application. (All items must be completed.)
Property owner's signature and applicant's signature (if not the current owner of the property).
- A copy of the purchase contract for the property may be included in lieu of the property owner's signature, as long as the contract clearly identifies approval of the application as a contingency of the contract.
- Appropriate fee payable to the City of Cuyahoga Falls

Minor Subdivision

Documents

Code References

- A legal description and a signed and notarized deed of conveyance of the parcel(s) Section 1113.02
- 2 certified survey maps meeting the requirements of the authorized application form. Same as above.
- An 11" by 17" "PDF" copy of plat (CD)

Preliminary Subdivision

Documents

Code References

General Requirements

- 20 folded, full-sized, copies of the proposed Preliminary Plat Documents and one reduced (11" x 17") copy
- "PDF" copies of all documents (11" by 17")

Environs Map and Statistics

Section 1113.03

- Proposed name of Subdivision and Streets
- Vicinity map with relationship to major streets, parks, schools, etc
- Location by section, original lot, township, county and state
- Existing streets, parks, buildings, railroads, etc within 500 feet of subdivision



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<u>Documents</u>	<u>Code References</u>
<input type="checkbox"/> Boundaries of the subdivision, the approximate acreage and proposed lot layout	
<input type="checkbox"/> Existing Zoning	Chapter 1131
<u>Topography & Stream Corridor Site Map</u>	
<input type="checkbox"/> Existing and proposed contours at intervals of not more than 5 feet where the grounds slope is generally greater than 10 percent and not more than 2 feet where the grounds slope is generally less than 10 percent. All elevations are to be based on USGS data.	
<input type="checkbox"/> All existing drainage channels, wooded areas, utility poles, existing utilities, wetlands	
<input type="checkbox"/> Stream Corridor(s)	Section 1134.02
<u>Preliminary Infrastructure Site Map</u>	
<input type="checkbox"/> Utility plan (storm water management, storm, sanitary sewer, water, gas lines etc.)	Chapter 1124 Sections 1124.03, 1124.04, 1124.05, 1124.06
<input type="checkbox"/> 1 copy of a preliminary storm water management plan	Section 1124.03
<input type="checkbox"/> Open Space	Chapter 1145
<input type="checkbox"/> Location, widths, right-of-ways, and names of adjacent existing or platted streets, railroads, easements, parks and permanent buildings	Same as above.
<u>Street Network Plan</u>	
<input type="checkbox"/> Streetscape Design Map (new streets, curbs, tree lawns, sidewalks, intersection design, street trees, traffic calming measures, pedestrian way, bike lane, street names, etc)	Chapter 1122 Sections 1122.02, 1122.03, 1122.04, 1122.05, 1122.06
<input type="checkbox"/> Streetscape Cross-sections	1122.07
<input type="checkbox"/> Proposed housing footprints and setbacks	Table 1132-1
<u>Other Documents</u>	
<input type="checkbox"/> Tree Preservation/Survey	1146.03H
<input type="checkbox"/> Proposed covenants and restrictions	
<input type="checkbox"/> Example of housing types, elevations, square footage, materials, etc.	Chapters 1142, 1143, 1144
<u>Zoning Overlays (include specific information to qualify)</u>	
<input type="checkbox"/> Mixed Density	Section 1132.19
<input type="checkbox"/> Residential Conservation	Section 1132.20
<input type="checkbox"/> Historic	Section 1132.21
<input type="checkbox"/> Green	Section 1132.22
<input type="checkbox"/> None	



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Final Subdivision

Documents

General Requirements

- 20 folded, full-sized, copies of the proposed Final Plat Documents (The Plat must include the following items) and one reduced (11" x 17") copy
- "PDF" copies of all documents (11" by 17")

Final Plat Document

- Name of subdivision, location by section; original lot, township, county, state, scale, date, and north point
- Scale identified
- All boundary lines and internal sub-lot lines referenced to the Ohio State Plane Coordinate System.
- Plat boundaries and proposed lot lines with distances to hundredths of a foot and bearings to half minutes.
- Distances and bearings and names of all proposed streets, alleys or crosswalk lines and all connecting streets with adjoining plats.
- Distances and bearings to the nearest existing street lines, section corners, or other recognized permanent monuments, which shall be accurately described, on the plat.
- Curve data shall include internal angle, radius, arc, tangent, chord bearing, point of curvature and point of tangency.
- Location of all survey monuments.
- Any areas to be dedicated or reserved for public use with the purpose indicated (ROW's, easements, parks).
- Building setback lines and footprints.
- Proper certification and signature blocks.
- Covenants and restrictions.
- Existing Zoning.

Code References

Section 1113.04

Chapter 1131

Final Topography & Stream Corridor Site Map

- Existing and proposed contours at intervals of not more than 5 feet where the grounds slope is generally greater than 10 percent and not more than 2 feet where the grounds slope is generally less than 10 percent. All elevations are to be based on USGS data.
- All existing drainage channels, wooded areas, utility poles, existing utilities, wetlands
- Stream Corridor

Section 1134.02



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Documents

Final Infrastructure Site Map

- Utility plan (storm detention, storm lines, sanitary sewer lines, water lines, etc.)
- 1 copy of a final storm water management plan
- Open Space
- Location, widths, right-of-ways, and names of adjacent existing or platted streets, railroads, easements, parks and permanent buildings

Street Network Plan

- Streetscape Design Map -- new streets, curb, tree lawn, sidewalk, intersection design street trees, street calming, pedestrian way, bike lane, street names, etc
- Streetscape Cross-sections
- Final housing footprints and setbacks

Other Documents

- Final covenants and restrictions
- Example of housing types, elevations, square footage, materials, etc.

Zoning Overlays (include specific information to qualify)

- Mixed Density
- Residential Conservation
- Historic
- Green
- None

Code References

Chapter 1124
Sections 1124.03,
1124.04, 1124.05,
1124.06
Section 1124.03
Chapter 1145
Same as above.

Chapter 1122
Sections 1122.02,
1122.03, 1122.04,
1122.05, 1122.06
1122.07
Table 1132-1

Chapters 1142,
1143, 1144

Section 1132.19
Section 1132.20
Section 1132.21
Section 1132.22

Combined Preliminary/Final Subdivision applications must include all documents from Preliminary and Final Checklists.



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Application

Contact Information

Applicant's Name:	
Street Address:	
City/State/Zip	
Telephone:	
E-mail:	
Fax:	

Applicant's Representative Name:	
Contact Person:	
Street Address:	
City/State/Zip	
Telephone:	
E-mail:	
Fax:	

Property Owner's Name:	
Street Address:	
City/State/Zip	
Telephone:	
E-mail:	
Fax:	



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Description of Property	
General Location:	
Address:	
Parcel Number (s):	
Zoning Classification:	
Land Area (square feet or acreage):	
Background of Property:	

Narrative



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Certifications

Applicant	Signature	Date
I hereby certify that all statements made on this application are true and complete and that I have a legal right to make this appeal or to possess a written power of attorney on the above premises.		
Property Owner Consent	Signature	Date
I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.		

Department Use

File Number:	
Application Received (Date):	
Amount Accepted:	
Application Accepted (Date):	
Application Deficiency Letter (Date):	
Application Modified (Date):	
Application Approved (Date):	
Application Tabled (Date):	
Application Denied (Date):	