

**SUBMISSION REQUIREMENTS**  
**CITY OF FAIRVIEW PARK**  
**PLANNING & DESIGN COMMISSION APPLICATION**

Meetings are held the 3rd Wednesday of every month except the month of August, at 7:00 p.m. in Council Chambers at the Fairview Park Municipal Building. Application Fee is \$110.00.

AN APPLICATION TO APPEAR BEFORE THE PLANNING AND DESIGN COMMISSION SHALL BE ACCOMPANIED BY THE FOLLOWING:

1). **Proof applicant is authorized to act on behalf of the property owner.** \_\_\_\_\_

2). **12 sets of drawings consisting of the following:**

A) A SITE PLAN drawing to scale showing the location by dimension of the existing and proposed buildings, the dimension of the lot, exterior lighting, driveways, walks, parking areas existing and proposed, finished grades, the location, distance to and use of adjacent buildings and adjoining lots, and evidence that the lot has been surveyed and properly located. Parking spaces shall conform to pertinent sections of each zoning district of the Codified ordinances of the Fairview Park. Refuse containers shall be properly screened and fenced with a locking gate. \_\_\_\_\_

B) ELEVATION drawings showing all elevations necessary to completely describe the exterior of the building, including floor to floor dimensions. \_\_\_\_\_

C) Such other drawings, showing all elevations necessary to completely describe the exterior of the building, including floor to floor dimensions. \_\_\_\_\_

D) COLOR EXTERIOR RENDERINGS and other information as may be required by the Planning and Design Commission. \_\_\_\_\_

E) FLOOR PLANS sufficiently dimensioned to describe all relevant space sizes and spaces must be identified by code appellation. Any space used for assembly purposed must show seating arrangements and number of seats.

F) MATERIAL SAMPLES: Samples of all materials to be used on the project, including but not limited to, brick or other masonry products, siding and trim products with manufacturers exact color and reference numbers, roofing materials, samples of awning fabrics, photos and catalogue references for light fixtures, fencing materials with photographic brochures. \_\_\_\_\_

G) LANDSCAPE MATERIALS: The site plan shall show the location, type and size of all existing and proposed plant materials. Plants shall be identifies as to species and size.

3) Three sets of site improvement plans must be submitted to the City Engineer for approval, if applicable, requiring a separate fee and deposit.

4) Any other information as may be requested.

I have read and understand the foregoing submission requirements.

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

**IMPORTANT**

**READ THIS NOTICE BEFORE COMPLETING APPLICATION**

These forms are an application only. You will not be approved for the docket until the application is reviewed by the Building Department. If all items are **complete**, you will be notified that you are scheduled to appear before the Commission. If any items are **missing** or **incomplete**, you will be notified as to what shall be (re)-submitted. Due to the time involved in re-submittals and scheduling, you shall not be able to appear until the next scheduled meeting you originally applied for, if the application is not **complete** by the filing date.

All changes in exterior materials must have samples of the specific materials submitted when you appear at the meeting. The samples must be of a sufficient size that will show texture, form and color or any other architectural feature that may be considered by the Commission.

**SUBMISSION REQUIREMENTS**  
**CITY OF FAIRVIEW PARK**  
**PLANNING & DESIGN COMMISSION**  
**DEVELOPMENT PLAN - MAJOR AND MINOR SUBDIVISIONS**

All Development plans or parts thereof shall be prepared and submitted by a licensed/registered professional such as an engineer or an architect. Development plans shall be drawn at a scale of not less than fifty feet to the inch. The development plans shall include the following:

- (1) **Survey**: A survey of the property including permanent parcel numbers(s), land ownership and existing and proposed topography. Final development plans shall also include a plat for the entire development area showing the street right of way, easements, watercourses, retention basins, property line dimensions and bearings, surrounding streets and adjoining lots.
- (2) **Building & Structures**: The location, size, height, entrances and access, use or proposed use, general design, color and exterior façade material samples of all main and accessory buildings or structures, proposed and existing, and proposed and existing fences or walls. The plan shall also indicate the location and outline of buildings on adjoining lots.
- (3) **Floor Plans**. Floor plans drawn to scale, dimensions and labeled indicating the proposed uses of all building areas.
- (4) **Streets and Sidewalks**. The proposed public and private system of circulation including automobiles, delivery vehicles, emergency vehicles, and pedestrian details, including pedestrian plazas, connection to existing streets and rights of way; curbs; proposed or existing methods of traffic control, size and type of pavement, estimate of traffic volume and, when applicable, proposed names of any street.
- (5) **Parking and Loading Areas**. The layout, location, dimensions and estimate of number of spaces, type of pavement, curbing, design features, and landscaping in parking and loading areas.
- (6) **Utilities**. Preliminary on-site utilities including water lines, fire hydrants, sanitary sewers and storm sewers, including easements and connections to existing or proposed utility service to the project.
- (7) **Outdoor Storage**. The location and layout for all areas of all permitted storage or display of any material, vehicle, waste material, products or container for storage including storage enclosures.
- (8) **Signs**. The location, size, height, design and material for all signs to be placed on the property or the outside surfaces of all structures.
- (9) **Landscaping and Lighting**. The design and location of all existing and proposed landscaping areas, open spaces, retention areas, yards including names and sizes of all proposed and existing plant material; the location, height, design and specifications of exterior lighting.
- (10) **Buffering**. The location, size, height and types of plantings and/or screening to be used in compliance with the requirements of the Zoning Code and/or plantings as may be required by the Planning and Design Commission to separate, screen and/or protect adjoining property.
- (11) **Grading; Drainage**. A topographic plan indicating existing and proposed grading, catch basins, drainage, drainage structures, retention systems, ditches, drain sizes, easements and, if required, engineering documents and drainage calculations.

ALL SUBMISSIONS MUST COMPLY WITH THE REQUIREMENTS OF CHAPTER 1187 (Minor Subdivision) or CHAPTER 1191 (Major Subdivision).

I HAVE READ AND UNDERSTAND THE ABOVE SUBMISSION REQUIRMENTS AND HAVE RECEIVED A COPY OF THE APPLICABLE CHAPTER OF THE FAIRVIEW PARK CODIFIED ORDINANCES [FPCO 1187 OR 1191].

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

**SUBMISSION REQUIREMENTS**

**CITY OF FAIRVIEW PARK**

**PLANNING & DESIGN COMMISSION**

**SIGN PERMIT APPLICATIONS ONLY**

Authorization of owner to install sign. \_\_\_\_\_

**TWELVE COPIES OF THE FOLLOWING:**

1. Elevation sketch of building. \_\_\_\_\_
2. Site plan showing proposed location. \_\_\_\_\_
3. Color photographs of building. \_\_\_\_\_
4. Cross section of sign. \_\_\_\_\_
5. Illumination description \_\_\_\_\_
6. Color renderings. \_\_\_\_\_
7. Sign specifications. \_\_\_\_\_

The Planning & Design and Sign Applications must be completed in their entirety and submitted to the Building Department by the posted deadline. Only after the application is approved by the Building Department will you be placed on the agenda for the next scheduled Planning & Design Meeting.

All changes in exterior materials must have samples of the specific materials submitted when you appear at the meeting. The samples must be of sufficient size to show texture, form and color or any other architectural feature that may be considered by the Commission.

All signage must be in accordance with Chapter 1145 of the Fairview Park Codified Ordinances. Copies of the ordinance is available online at [fairviewpark.org](http://fairviewpark.org) or you may request a copy from the Building Department.

I have read and understand the foregoing Submission Requirements:

Signed: \_\_\_\_\_

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

**APPLICATION**  
**PLANNING & DESIGN COMMISSION**  
**CITY OF FAIRVIEW PARK**

**PLEASE NOTE:** Applicant must appear at the meeting.

**APPLICANT (if other than property owner, consent form must be signed):**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**PROPERTY OWNER:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**ADDRESS OF SUBJECT PROPERTY:** \_\_\_\_\_

ZONING CLASSIFICATION: \_\_\_\_\_

**INDICATE TYPE OF WORK FOR WHICH YOU ARE SEEKING APPROVAL**

1. Signage \_\_\_\_\_
2. Exterior Renovations \_\_\_\_\_
3. New Construction \_\_\_\_\_
4. Parking facilities \_\_\_\_\_
5. Lighting \_\_\_\_\_
6. Landscaping/Buffering \_\_\_\_\_
7. Refuse Storage \_\_\_\_\_
8. Fencing \_\_\_\_\_
9. Lot Split/Consolidation \_\_\_\_\_
10. Other \_\_\_\_\_

**Submit 12 sets of drawings with application.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

The Planning & Design application must be completed in its entirety and submitted to the Building Department by the posted deadline, along with the requires documentation )see submission requirements). Only after the application is approved by the building department will you be placed on the agenda for the next scheduled meeting.

**SIGN APPLICATION**

DATE \_\_\_\_\_

ADDRESS OF SIGN LOCATION \_\_\_\_\_ ZONING: \_\_\_\_\_

NAME OF PROPERTY OWNER \_\_\_\_\_

NAME OF SIGN INSTALLER \_\_\_\_\_

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

THIS APPLICATION IS BEING MADE FOR THE FOLLOWING SIGN(S):

(For more than 2 signs, use additional copy of this form)

(1) **Type of Sign:** (monument, identification, flatwall, canopy/awning, projection, other)

\_\_\_\_\_

**Size of Sign:** \_\_\_\_\_ **Square Footage of Sign Area:** \_\_\_\_\_

(If double faced, count both sides; 24 sq. ft. per side=48 total)

**Location of Sign:** \_\_\_\_\_ **Height of Sign From Grade:** \_\_\_\_\_

(monument sign, 6' maximum ht.)

**Wording on Sign:** \_\_\_\_\_

\* (Identification sign must carry only name of firm, the major enterprise, the principle product offered for sale on the premises, or a combination of these things).

(2) **Type of Sign:** (monument, identification, flatwall, canopy/awning, projection, other)

\_\_\_\_\_

**Size of Sign:** \_\_\_\_\_ **Square Footage of Sign Area:** \_\_\_\_\_

**Location of Sign:** \_\_\_\_\_ **Height of Sign From Grade:** \_\_\_\_\_

**Wording on Sign:** \_\_\_\_\_

\*See above

TOTAL SQUARE FOOTAGE OF SIGN AREA PROPOSED: \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF SIGN AREA PERMITTED: \_\_\_\_\_

TOTAL SQUARE FOOTAGE OF SIGN AREA EXISTING: \_\_\_\_\_

APPROXIMATE VALUATION OF SIGN(S): \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

PRINT NAME OF APPLICANT: \_\_\_\_\_ Date: \_\_\_\_\_

CONSENT TO AN APPROVAL OF PLANS FOR IMPROVEMENTS UPON PREMISES TO BE MADE BY OTHER THAN THE PROPERTY OWNER TO ANY and ALL NECESSARY BOARDS

\_\_\_\_\_ (Name of Entity or Person), **OWNER\*** of the real property located at \_\_\_\_\_ (Street Address) in the City of Fairview Park does acknowledge review of the building plans submitted to the City of Fairview Park by \_\_\_\_\_ (Name of Entity or Person), who proposes the following (describe the nature of the proposed improvement, construction, alteration, addition and/or installation):

and hereby consents to and approves of same:

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

NAME and ADDRESS OF **PROPERTY OWNER**

SIGNATURE OF PROPERTY OWNER;  
NAME, ADDRESS and  
POSITION OR PERSON AUTHORIZED  
TO REPRESENT PROPERTY OWNER

\*\*\*If the person consenting to and approving of building plans is an **AGENT OF THE PROPERTY OWNER** the following **MUST** be completed:

\_\_\_\_\_ (name or entity or person) has been duly constituted as the agent for \_\_\_\_\_ (name or Property Owner) in the consenting to and approval of building plans.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Signature, Name, Address, and Position with Property Owner