



Planning Commission Review Process

City of Cleveland Planning Commission

REVIEW PROCESS FOR NEW CONSTRUCTION

The following is a summary of the City of Cleveland processes needed for Design Review and Permitting specifically relating to NEORS D GIG Projects.

Before submitting designs and plans for review and even before hiring architects/engineers it is recommended that applicants reach out to their local Neighborhood Planner to review projects ideas and make sure they align with City/neighborhood goals and zoning laws. For reference and contact information on where your project is and who is your Neighborhood Planner, please refer to the Cleveland Planning Commission's zoning viewer: <http://clevelandgis.maps.arcgis.com/apps/webappviewer/index.html?id=f15dec13ee6648bcb218d4f5c8290691>

REGIONAL DESIGN REVIEW AND PLANNING COMMISSION REVIEW

- a) Regional Design Review Committees review the design of development proposals and make recommendations to the City Planning Commission.
- b) To set up a meeting with the Regional Design Review Committee, the Applicant can contact the Local Planner for the neighborhood where the project will be located. The Local Planner can be reached at the offices of the Cleveland Planning Commission or at the link above: 216.664.2210.
- c) City Planning Commission meets on the first and third Friday of the month at 9:00 a.m. in Room 514 of City Hall (now virtually).
- d) CPC reviews the proposed project and takes final action on approval or disapproval of the design.

LANDMARKS REVIEW

- a) If the project is in a Local Landmarks District, it will be reviewed by the Landmarks Commission instead of the Planning Commission.
- b) The Landmarks Commission reviews building and demolition permits for conformance with the established criteria listed in the Landmarks Ordinance and with the Secretary of the Interior's Standards for Rehabilitation.
- c) If the Landmarks Commission approves the proposed building or demolition work, it will issue a Certificates of Appropriateness for the project.
- d) More information on the Landmarks Commission process can be found on their webpage at <http://planning.city.cleveland.oh.us/landmark/cpc.html>, or contact Don Petit at 216.664.2532 or dpetit@city.cleveland.oh.us.

NEIGHBORHOOD REVIEW

- a) The project may also be requested to be reviewed by the neighborhood Community Development Corporation (CDC) and a local block club. Applicant is encouraged to contact the neighborhood CDC for an explanation of the specific review process where the project is located.

LOT CONSOLIDATIONS AND SPLITS/PLAT REVIEW

- a) If the project site or property is going to be replatted with a lot consolidation or lot split, the proposed plat must be reviewed by the City.
- b) Before preparing a final, engineered plat for a project, it is recommended that the Applicant submit a preliminary sketch or drawing to Greg Esber in the City's Survey Department for informal review. There is a \$100 review fee.
- c) The drawing should be to a scale, and show property dimensions and lot areas.
- d) Greg Esber's contact information: 216-664-2460 or GESber@city.cleveland.oh.us



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Frank G. Jackson, Mayor

City Planning Commission



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For projects including only “standard lots”:

- e) Standard lots are defined in Section 355.04 of the Zoning Code. Generally, per the Code, minimum lot size for a single family residence is 40’ wide and 4,800 sq. ft. in area. See the Area Regulations for Residence Buildings Table in Section 355.04 for specific requirements.
- f) The proposed plat will be administratively reviewed by Survey, the Manager of Engineering & Construction, and the Planning Director. (If LB lots are involved, the Land Bank Office must also review.)

For projects proposing smaller lot sizes:

- g) Smaller lots may be allowed, but the proposed Site Plan must be reviewed and approved by the Cleveland Planning Commission.
- h) Applicant should provide a conceptual Site Plan to illustrate the proposed project, including dimensions and areas of the proposed lots.
- i) Submit proposed Site Plan to Michael Bosak, at 216-664-3802 or MBosak@city.cleveland.oh.us, and he will put the proposed plat on the next available Planning Commission agenda.

Plat Review Final Steps

- j) Once the plat has been approved administratively or through the Planning Commission, prepare a plat by a licensed Surveyor. Submit a Mylar copy of the plat drawing to Greg Esber.
- k) It will be signed by the Manager of Engineering & Construction, and the Planning Director. (If LB lots are involved, the Community Development Director will sign and LB Office will obtain legal descriptions, if needed for transfer.)
- l) Mylar will be recorded at the County, and returned to Survey.

ZONING REVIEW

- a) Projects will be reviewed by the Building and Housing Department (B & H) for compliance with the City of Cleveland Land Use (Zoning) Code.
 - For a Zoning Only Review, B & H requires building plans, elevations, a dimensioned site plan, and a site survey.
 - There is a \$150 fee for Zoning Only Review. B & H is located in Room 505 of City Hall.
- b) If there are no zoning issues with the proposed construction, the project will be reviewed for compliance with the Building Code. See requirements for Building Code Plan Review below.
- c) If B & H identifies zoning code issues with the proposed project, it will issue an adjudication letter (a “Letter of Non-Conformance”) and reject the application for a Building Permit.
- d) If the Applicant receives a Letter of Non-Conformance, the Applicant can modify the Plans to conform to the Zoning Code and resubmit to B & H.
- e) Alternatively, the Applicant can appeal the rejection to the Board of Zoning Appeals (BZA) to get a variance. See the BZA website for more information regarding this process: <http://planning.city.cleveland.oh.us/bza/>

BOARD OF ZONING APPEALS

- a) Appeals can be filed at the BZA office, Room 516 of City Hall. The appeal fee is generally \$150.
 - If the project site is a Land Bank lot, the Applicant will need a letter from the Land Bank stating that the Applicant has approval to acquire the parcel(s).
- b) BZA will schedule an appeal hearing for the case. It takes approximately 4 – 6 weeks from the time an appeal is filed until the case is heard.
- c) If the BZA votes to approve the zoning variance, it takes two weeks before an official approval letter is completed.
 - There is a one week waiting period between the original BZA hearing and ratification.
 - At the BZA meeting one week after approval, the BZA ratifies its previous week’s decisions.
 - It takes an additional week after BZA ratification for the approval paperwork to be completed.
 - BZA will mail the approval letter to the Applicant once it is prepared. (If LB lots involved, applicant will present a copy of letter to LB staff as evidence of BZA approval.)



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- The approval paperwork can also be picked up in person at the BZA offices, two weeks and a day after the BZA hearing. It is a good idea to call the BZA at 216.664.2580, before coming down to City Hall to pick up the approval letter, to verify that the letter is ready.
- d) With the ratification from BZA in hand, the Applicant can resubmit to Building & Housing for Building Code Plan Review.
 - Any variance granted by BZA expires 6 months after ratification, if no permit has been issued or acted upon to exercise the variance rights.
 - A 6-month extension may be granted for a \$50 fee.

FINAL DESIGN REVIEW APPROVAL & BUILDING CODE REVIEW

- a) Submit hardcopy Permit Sets to Building & Housing
 - Recommended: Submit a PDF of the Permit Set to HDRS for review prior to printing.
 - If any minor changes are needed, they can be made prior to printing submittal sets.
- b) B & H routes the Permit Set to City Planning for final review.
- c) Planning administratively approves the Permit Sets.
 - Planning will sign off in the Accela permit tracking system. (If LB lots involved, Planning will issue an approval letter to the LB applicant, who will present it to LB staff as evidence of approval to submit a BOC resolution to authorize transfer LB property.)
- d) B & H will perform its Building Code Review for conformance with construction and life safety codes.
 - B & H has a maximum of 30 days to complete initial Building Code Review.
 - See the B & H website for more information on submittal requirements:

<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/CityAgencies/BuildingHousing/PermitGuide>

- e) B & H Issues Permit