



# CITY of MEDINA

## Planning and Zoning Department

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### City of Medina Boards and Commission Submittal Requirements

Please review the below submittal requirements for project subject to review by the Planning Commission, Board of Zoning Appeals, and/or the Planning Commission.

**SITE PLAN APPROVAL OR CONDITIONAL USE (Two copies of all plan submittals.  
Large plans to be one full size set and one reduced 11 x 17 set.)**

1. General notes: Each sheet must have the north arrow, scale, date, and the contact information of the firm that created it. Plans should be of a scale that clearly shows your project, but in no case less than 1" = 100'. Plans should show property lines and easements. Where existing and proposed items are shown on the same drawing existing items must be shown with light dashed lines and proposed items must be shown with bold solid lines.
2. Existing conditions map: Topographic survey showing all land owned and proposed for development, topography, including contours of no greater vertical interval than two feet, existing site features and within twenty five feet of the site, surrounding streets and adjoining lots; the location, size and height of all existing buildings on the proposed site and adjacent thereto; existing public utilities including fire hydrants, sanitary sewers, water mains and surface drainage facilities; existing trees and other landscaping features. This information is typically used as a base layer for other drawings.
3. Site Plan: Proposed site plan at the same scale as the existing conditions map, showing the proposed systems of circulation of vehicular traffic including delivery trucks, details for connections to present streets, type of pavement and plans for control of traffic in and around the development: parking areas with the number of spaces to be provided: design features; location and type of lighting fixtures; proposed public utilities including water distribution, sewerage collection and surfaces drainage; the location, type and height of all buildings and major subdivision of space therein; all proposed accessory structures including signs; and other proposed site improvements including grading, landscaping, fences and walls.
4. Lighting Plan: All exterior lights, light poles, lighting under canopies, and lights attached to or directed towards buildings must be shown on a lighting plan. The plan must include fixture locations and manufacturer's information, and will usually need to include a photometric plan over the site plan.
5. Landscaping Plan: Clearly indicate all existing trees, noting species, location, DBH and condition. Note whether existing trees will be retained, removed, or relocated. Show existing and/or proposed buildings, utilities, sidewalks, driveways, and impervious

surfaces. All proposed trees, shrubs, plants, shall be identified by the botanical and common name and placed in a legend noting the proposed number of each plant next to the name. Commercial/Change of Use occupancy site plans shall also include the following: A site plan that will achieve at least 20% of the paved surface becoming shaded by tree canopies within 15 years of acquisition of the permits. Site plans must show plantings as they will exist at the time of installation and at age of progression of 15 years. The development of this tree canopy shall be in accordance with the Urban Forest Management Plan.

6. Tables showing total number of acres and the number and type of dwelling and nonresidential uses including streets, park and open space.
7. Architectural drawings at a scale of not less than 1/8 inch equals one foot of the exterior of structures and groups of structures. Proposed and existing materials, finishes, and construction methods should be indicated.
8. Any other pertinent data that may be necessary to review the site plan as determined by the Planning Commission or Planning Director.

**BUILDING ALTERATIONS (Two copies of all plan submittals. Large plans to be one full size set and one reduced 11 x 17 set.)**

1. General notes: Each sheet must have a north arrow, scale, date, and the contact information of the firm that created it. Plans should be of a scale that clearly shows your project, but in no case less than 1" = 100'. Plans should show property lines and easements. Where existing and proposed items are shown on the same drawing existing items must be shown with light dashed lines and proposed items must be shown with bold solid lines.
2. Site Plan: Proposed site plan at the same scale as the existing conditions map, showing the proposed systems of circulation of vehicular traffic including delivery trucks, details for connections to present streets, type of pavement and plans for control of traffic in and around the development: parking areas with the number of spaces to be provided: design features; location and type of lighting fixtures; proposed public utilities including water distribution, sewerage collection and surfaces drainage; the location, type and height of all buildings and major subdivision of space therein; all proposed accessory structures including signs; and other proposed site improvements including grading, landscaping, fences and walls.
3. Lighting Plan: All exterior lights, light poles, lighting under canopies, and lights attached to or directed towards buildings must be shown on a lighting plan. The plan must include fixture locations and manufacturer's information, and will usually need to include a photometric plan over the site plan.
4. Architectural drawings at a scale of not less than 1/8 inch equals one foot of the exterior of structures and groups of structures. Proposed and existing materials, finishes, and construction methods should be indicated.

5. Any other pertinent data that may be necessary to review the site plan as determined by the Planning Commission or Planning Director.

**CONDITIONAL SIGN PERMIT: (Two copies of all plan submittals. Large plans to be one full size set and one reduced 11 x 17 set.)**

1. A plot plan and building elevations drawn to scale (1/8 inch=1 ft min.) showing the locations and dimensions of the existing building and the proposed signage and lighting.
2. A description and drawings indicating the color, style, materials, mounting method, and lighting of the proposed signs.
3. Existing condition photographs.
4. Any other pertinent data as may be deemed necessary by the Planning Commission for the proper enforcement of these regulations.

**CERTIFICATE OF APPROPRIATENESS: (Two copies of all plan submittals. Large plans to be one full size set and one reduced 11 x 17 set.)**

- A. Alterations and change of color.
  1. Photographs of existing conditions.
  2. Architectural elevations indicating any changes to the exterior appearance.
  3. An outline describing work and the procedures to be performed.
  4. Material samples and manufacturer's literature for major materials and products to be incorporated.
- B. New buildings.
  1. Photographs of the proposed site and context including adjacent structures. adjoining building.
  2. Site plan and elevation drawings showing the design, indicating drives, road, parking, walks, walls, fences, landscaping, doors, windows, decoration, materials, finishes and other features accurately representing the proposed design.
  3. Material samples and manufacturer's literature for major materials and products to be incorporated in the proposed design.
- C. Additions to existing buildings.
  1. Photographs of the existing building and adjacent adjoining buildings or structures.
  2. Site plan and elevation drawings showing the design, indicating drives, road, parking, walks, walls, fences, landscaping, doors, windows, decoration, materials, finishes and other features accurately representing the proposed design.
  3. Material samples and manufacturer's literature for major materials and products to be incorporated in the proposed design.
- D. Demolition, partial demolition, or and moving.
  1. Photographs (8"x 10"), of the existing building in detail including context and as it sits on its site.
  2. A Site Plan depicting the site of the subject building and its context.
  3. A written request from the Owner indicating reasons for the demolition, partial demolition, or moving.

4. Include the following information:
  - Status—National Historic Landmark, National Landmark Historic District or
  - Status Listing on the U.S. National Register of Historic Places or determination of eligibility for the National Register.
  - Status—Historic Landmark (Medina), Historic District (Medina)
  - Form of Ownership of the property, amount paid for property, date of purchase, party from whom it was purchased, and description of relationship between Owner and Applicant;
  - Cost of proposed Demolition,
  - The fair market value for the property and the anticipated market value after rehabilitation;
  - An analysis of the feasibility of rehabilitation, including the costs of rehabilitation, and the income and expense likely to be produced by the property after rehabilitation;
  - A list of alternatives that were considered and reasons why alternatives were dismissed;
  - Board may request other information specific to the project.
5. The Applicant may provide additional financial information supporting the case for demolition. This information may include:
  - In the case of income-producing properties, provide the annual gross income from the previous two years and itemized expenses for the same time period;
  - Price asked and offers received within the previous two years.
6. If Applicant claims lack of structural or architectural integrity as the reason for demolition, he/she must offer evidence prepared by a licensed engineer or architect as to the structural soundness of the building or structure.

**VARIANCES AND APPEALS (Two copies of all plan submittals. Large plans to be one full size set and one reduced 11 x 17 set.)**

1. A clear description of the proposed work.
2. Specific reference to the section of the code to which a variance is sought.
3. The exceptional conditions pertaining to the property which would cause practical difficulty if the provisions of the Ordinance were strictly applied (Please reference variance checklist in appendix).
5. A drawing to scale showing the lot and all existing and proposed structures as well as any information that will be necessary to provide for the proper hearing of the appeal.

**RE ZONING AND CODE AMENDMENTS** (Two copies of all plan submittals.  
Large plans to be one full size set and one reduced 11 x 17 set.)

1. Names and addresses and lot numbers of all property owners adjoining any part of the property to be rezoned.
  2. Property Survey and legal description prepared by a registered surveyor or other competent person.
- Letter of support regarding the request.

**SUBDIVISION REVIEW** (Two copies of all plan submittals. Large plans to be one full size set and one reduced 11 x 17 set.)

**Preliminary Discussion Map:** The sub-divider as a basis for informal discussion shall submit a map. The map shall show the following information:

1. Location: tract boundaries, township and north point.
2. Existing highways and proposed streets on and adjacent to the tract. (Several alternates if considered)
3. Statement of how sewage disposal and water supply will be provided.
4. Utility transmission lines and easements.
5. Existing zoning districts.
6. Topography (U.S.G.S. or better.)

**Preliminary Plan:**

The plan shall be prepared in accordance with Chapter 1171 by a registered surveyor, city planner, landscape architect or professional engineer. The plan shall be accurately and clearly drawn. The drawing shall include the proposed plan or alternate plans of the subdivision, and shall show the following:

**(1) Identification.**

- (a) Proposed name of subdivision, which must not duplicate others in the County, township, tract or original lot or section number.
- (b) Names, addresses and telephone numbers of owners, subdivider and registered surveyor, city planner, landscape architect or professional engineer.
- (c) Scale (1" = 100'), north arrow and date.

**(2) Existing Data**

- (a) Boundary line survey showing bearings and distances as surveyed by a registered surveyor.
- (b) Easements, showing location, width and purpose.
- (c) Streets on and adjacent to the subdivision, names, location, right of way and roadway width. Planned public improvements: highways or other major improvements planned by public authorities for future construction on or near the subdivision, including journalized routes to highways.

- (d) Utilities on and adjacent to the subdivision, location, size and invert elevations of sanitary and storm sewers; location and size of water mains, fire hydrants. If water mains, sewers and/or culverts are not on or adjacent to the tract, indicate the direction and distance to and size of nearest ones, showing invert elevation of sewers and culverts.
- (e) Ground elevations on the subdivision showing contours with an interval of not more than five feet if ground slope is in excess of four percent.
- (f) Subsurface conditions on the subdivision: any conditions that are not typical, such as abandoned mines.
- (g) Other conditions on the subdivision:
  1. Watercourses and areas subject to flooding.
  2. Marshes.
  3. Rock outcroppings.
  4. Wooded areas.
  5. Isolated preservable trees one foot or more in diameter.
  6. Any structures or other significant features.
- (h) Other conditions on adjacent land within 200 feet.
  1. Approximate direction and gradient of ground slope
  2. Location and type of buildings, fences, tree lines, etc.
  3. Railroad lines.
  4. Power lines and towers including any embankments or retaining walls.
  5. Other nearby nonresidential uses of land.
  6. Owners of adjacent unplatted land (for adjacent platted land, refer to subdivision plat by name, plat book and pages.)
- (i) Zoning requirements:
  1. District.
  2. Lot size and yard requirements.
  3. Proof of an variances or special exceptions which may have been granted.
- (j) Planned public improvement showing highways or major improvements planned by public authorities for future construction on or near the subdivision.

**(3) Proposals**

- (a) Streets showing proposed streets, indicating each by letter except where the street is a continuation of an existing street, right-of-way widths, approximate grades and proposed improvements.
- (b) Other rights of way or easements showing location, width and purpose.
- (c) Lots showing numbers, dimensions and area of irregular lots in square feet. Final lot numbers will be assigned by the City Engineer just prior to recording.
- (d) Minimum Building setback lines.
- (e) Land parcels within the subdivision not to be divided into lots.
- (f) Public sites reserved or dedicated for parks, playgrounds or other public uses.
- (g) Sites for other uses: multi-family dwellings, shopping facilities, churches, industry or other nonpublic uses exclusive of single-family dwellings.
- (h) Total site date including acreage, number of residential lots, typical lot size and acres in parks and other public uses.
- (i) When extensive changes of topography are contemplated, a plan showing the proposed topography.

- (4) Other information.** The Planning Commission and/or City Engineer may require additional information as deemed necessary.

**(5) Vicinity map** (See Appendix A.) The map shall show the relationship of the proposed subdivision to existing community facilities which serve or influence it. The vicinity may be on the same sheet as the preliminary plan drawing. The vicinity map shall show: (a) Subdivision name, township, tract and north arrow. (b) Existing and proposed main traffic arteries. (c) Shopping facilities.