



**City of Independence**  
**Building Department**  
6335 Selig Drive, Independence, Ohio 44131  
216/524-1019 Fax: 216/573-1592  
[www.independenceohio.org](http://www.independenceohio.org)

### **Review Board Submittal Requirements**

**Architectural Board of Review:** Meets 1<sup>st</sup> & 3<sup>rd</sup> Thursday at 3:00 p.m. at Building Department City Hall Annex, 6335 Selig Dr.

- Four (4) complete sets of drawings
- One (1) reduced set of drawings (11" x 17")
- Submittal requirements due by noon ten (10) days prior to the meeting:
  - Architectural Board of Review Application
  - Site Plan
  - Building Elevations
  - Landscape Plan
  - Building Material Samples
  - Additional Pertinent Information

**Planning Commission:** Meets 1<sup>st</sup> Tuesday at 5:30 p.m. Caucus with meeting immediately following thereafter in City Hall Council Chambers, 6800 Brecksville Rd. (Commission gathers in open meeting prior to meeting to review submissions)

- Eight (8) complete sets of drawings
- One (1) reduced set of drawings (11" x 17")
- Submittal requirements due by noon ten (10) days prior to the meeting:
  - Planning Commission Application
  - Property Owners Authorization
  - Project Description
  - Legal Description
  - Conceptual Site Plan
  - Conceptual Building Design
  - Additional Pertinent Information

**Board of Zoning Appeals:** Meets 3<sup>rd</sup> Thursday at 5:30 p.m. Caucus with meeting immediately following thereafter in City Hall Council Chambers, 6800 Brecksville Rd. (Board gathers in open meeting prior to meeting to review submissions)

- Eight (8) complete sets of drawings
- Submittal requirements due by noon fourteen (14) days prior to the meeting:
  - Board of Zoning Appeals Application
  - Property Owner Authorization
  - Description and Justification for requests
  - Site Plan
  - Grading Plan
  - Building Elevations
  - Landscape Plan
  - Additional Pertinent Information



*City of Independence, Ohio*  
**“THE HEART OF CUYAHOGA COUNTY”**  
 BUILDING DEPARTMENT  
 6335 SELIG DRIVE • INDEPENDENCE, OH 44131  
 Phone (216) 524-1019 • Fax (216) 573-1592  
 Website: [www.independenc ohio.org](http://www.independenc ohio.org)

## PLANNING COMMISSION APPLICATION

Name of Applicant: \_\_\_\_\_ Firm Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Agent For: \_\_\_\_\_

Address of Site: \_\_\_\_\_ PPN: \_\_\_\_\_

Owner of Site: \_\_\_\_\_ Phone: \_\_\_\_\_

(If the applicant is not the owner, and the owner will not appear before the Board, the Applicant shall provide a written statement from the property owner authorizing to make such request.)

Project / Building Name: \_\_\_\_\_ Zoning: \_\_\_\_\_

Explanation of Proposed Project: \_\_\_\_\_

State Your Request: \_\_\_\_\_

Names of all who will appear at the meeting: \_\_\_\_\_

- Eight (8) complete sets of drawings
- One (1) reduced set of drawings (11" x 17")
- Submittal requirements due by noon ten (10) days prior to the meeting:
  - Planning Commission Application
  - Property Owners Authorization
  - Project Description
  - Legal Description
  - Conceptual Site Plan
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I understand, according to City Code, application to appear before the Planning Commission must be made ten (10) days prior to the scheduled meeting.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

Number on Agenda: \_\_\_\_\_