

ROCKY RIVER PLANNING COMMISSION
SPECIAL INSTRUCTIONS TO APPLICANTS

The attached application should be typewritten and filed with the Secretary of the Rocky River Planning Commission in the Building Division office at City Hall,

Chapter 1137 of Rocky River Codified Ordinances contains all requirements of the Planning Commission that must be met before your plans are reviewed by the Commission.

The following is a summary of the Ordinances contained in Chapter 1137 – Submission Requirements:

REQUIRED DRAWINGS

Drawings must include (but are not limited to);

- **Topographic survey** or adequate topographic data with evidence the lot has been surveyed and properly located.
- **Site plans** drawn to scale and with dimensions, showing: location of proposed & existing buildings, other improvements, driveways, parking, yard features, finished grades, use of buildings on adjoining lots within sixty (60) ft. of the property line.
- All other drawings required by the Development Code

PRE-PRELIMINARY REVIEW

Pre-preliminary plans must be submitted at least fourteen (14) days prior to the scheduled Planning Commission meeting to be considered for review at the next meeting.

1137.25 SUBMISSION REQUIREMENTS FOR GENERAL DEVELOPMENT CONCEPT.

It is the intent of these regulations that the general development concept shall generally indicate overall design of the proposed development project. Information submitted should be comprehensive enough to enable understanding of the existing site and concept for the proposed development. The applicant shall submit the number of copies as determined by the Zoning Administrator. The information submitted should include the following:

- (a) Completed Application Form along with the application fee.
- (b) Vicinity Map indicating the location of the site in the city and the general location of principal thoroughfares.
- (c) Regional Context Map. A map indicating the proposed site and all parcels within 2000 feet in all directions showing the basics of the proposed site layout, all property lines, general location of structures on all parcels, and existing land use on all parcels.
- (d) Map of Existing Conditions and features drawn to scale, with accurate boundaries of the entire project and a north arrow, including the property proposed for development, all adjacent rights-of-way and 100 feet of property immediately adjacent thereto, indicating:
 - (1) Existing public improvements, permanent facilities, easements and property boundaries;
 - (2) Location of existing structures on the site and abutting properties;
 - (3) Physical features and natural conditions of the site including the location of streams, tree masses, open spaces, etc.;
 - (4) General topography;
 - (5) Existing zoning district boundaries and jurisdictional boundaries;
 - (6) Surface drainage and areas subject to flooding;
 - (7) Existing public and private utility systems;
 - (8) Regional transportation system.
- (e) The General Development Concept Map, drawn to scale with accurate boundaries of the entire project and a north arrow, including the property proposed for development, all adjacent

rights-of-way, and 100 feet of property immediately adjacent to the property boundary, indicating:

- (1) Depiction of proposed land uses, including open space areas, indicating the approximate acreage by land use, density and type of buildings or dwelling units;
- (2) The location of any lands to be dedicated to any public agency;
- (3) The general circulation pattern;
- (4) The relationship of the proposed project to the surrounding area

PRELIMINARY REVIEW

Preliminary plans must be submitted at least fourteen (14) days prior to the scheduled Planning Commission meeting to be considered for review at the next meeting.

File with the Building Department at least ten (10) copies of preliminary plans at least two weeks prior to the next scheduled meeting. The plans should include (but are not limited to):

- **A plat** showing size and location of all existing buildings and related facilities, trees, landscape features with a certificate of a registered professional engineer or registered surveyor.
- Proposed location, public & private streets, driveways, sidewalks, parking, loading areas, standards for construction, fire lanes, exterior illumination, utilities, and waste disposal.
- The location of all buildings on property should be identified by type, size and height.
- Location of any buildings or facilities to be removed.
- Preliminary floor plans and proposed landscaping.
- Traffic circulation plan.
- Cost estimates for public and private improvements.
- A vicinity map showing: location, size, height, use and age of all buildings and related facilities located within a 300 ft. perimeter of the proposed development.

FINAL REVIEW

Final plans must be submitted at least fourteen (14) days prior to the scheduled Planning Commission meeting to be considered for review at the next meeting.

- Detailed plans and specifications should include (but are not limited to) all public and private streets, driveways, sidewalks, parking loading areas, exterior illumination, utilities, trees, detailed standards and methods for the maintenance and for waste disposal.
- Plat showing driveways, right of way and easements, finished grades, detailed landscape, revised costs, construction schedule, any changes in the vicinity map and if necessary, a showing of compliance with the parking and subdivision requirements of the City.
- Any other information the Commission may require.

Please also see RRCO 1127.15 and 1127.17 for criteria for reviewing Development Plans