

Project # _____

**RAVENNA CITY PLANNING AND ZONING COMMISSION
APPLICATION AND SUBMISSION FOR REVIEW OF PROPOSAL FORM**

1. Applicant's Name: _____

Address: _____

Phone Number: _____

2. Project Name: _____

Project Location: _____

3. Object of Proposal (indicate appropriate number(s) from attached instructions): _____

Explanation of proposal: _____

4. Present zoning classification of site of proposal: _____

5. Time element of proposal: _____

Expected date of commencement: _____

Expected date of completion: _____

Application when submitted must include application fee of \$100.00 payable by cash or check to the City of Ravenna, and ten (10) copies of a preliminary plan. An eleventh copy must be submitted if the total project will involve the disturbance of more than one acre of land. Generally, the commission meetings take place at 6:00 p.m. in Ravenna City Hall Council Chambers on the last Tuesday of each month. However, the *time and date* for the commission meetings is subject to change. To be assured inclusion for the next meeting, this application must be completed and received by the Commission Secretary no later than ten (10) days prior to the next regular meeting.

PLEASE NOTE: It is the Commission's policy to take a submitted proposal under advisement for one (1) month prior to its being voted on. Please refer to instructions for completion. By making this application, the undersigned agrees to comply with the ordinances of the City of Ravenna and the requirements and policies of the Ravenna City Planning and Zoning Commission.

DATE: _____

SIGNATURE OF APPLICANT: _____

INSTRUCTIONS AND NARRATIVE FOR COMPLETION OF FORM APPLICATION

This Commission considers and applies the ordinances of the City of Ravenna and the laws of the State of Ohio pertaining to zoning and building matters in its purview in the interest of the promotion of the health, safety, convenience, comfort, prosperity, and general welfare of the public. In order to expedite the disposition of your application, reference should be made to the appropriate terms and conditions required for compliance by the City ordinances, especially for preliminary and final site plan reviews, and surveys and plats. Ravenna City Annex is located at 530 N. Freedom Street, Ravenna. Please feel free to direct any inquiries as to your application to the City Engineer (330-296-5666), the Planning Commission Chairman (330-296-3864), the Service Director (330-296-6326), or any Commission member.

This Commission does not grant variances but applies the law.

For purposes of the completion of line 3 on the front of the application, please refer to the following:

1. Subdivision within City limits.
2. Subdivision outside City limits, within three miles of City limits.
3. Site plan review for any building other than a single-family residence or garage.
4. Waiver of planning requirement.
5. Issuance of conditional use certificate.
6. Change of non-conforming use pursuant to Section 501 of the Zoning Code.
7. Planned Unit Development.
8. Rezoning (or zoning) of property.
9. Dedication or vacation of public right-of-way.
10. Other (please explain).

Items 4, 8, and 9 are subject to final review and approval by the City of Ravenna City Council.

A preliminary site plan proposal must be drawn to scale, including the following minimum information:

- a. Tract designation according to real estate records.
- b. Names of owners of property.
- c. Names of owners of adjacent properties.
- d. Present zoning and variances, if any, on this and adjacent parcels (use, area, and height districts).
- e. Dimensions and area of the parcel.
- f. Roads, rights-of-way, easements, existing buildings and neighboring buildings and structures.
- g. The locations, dimensions, and heights of all proposed buildings and structures.
- h. Present and proposed ingress and egress to and from site.
- i. Drainage study.
- j. Parking areas and open space.

For a list of required information for the final site plan upon which this Commission will act, request a list from the Commission Secretary.