

CITY OF BEREA

MUNICIPAL PLANNING COMMISSION

2026 SCHEDULE

Submittal Deadlines for 2026 Applications must be received by NOON on the following dates:	Meeting Dates for 2026
December 26, 2025	January 15, 2026
January 16, 2026	February 5, 2026
January 30, 2026	February 19, 2026
February 13, 2026	March 5, 2026
February 27, 2026	March 19, 2026
March 13, 2026	April 2, 2026
March 27, 2026	April 16, 2026
April 17, 2026	May 7, 2026
May 1, 2026	May 21, 2026
May 15, 2026	June 4, 2026
May 29, 2026	June 18, 2026
June 12, 2026	July 2, 2026
June 26, 2026	July 16, 2026
July 17, 2026	August 6, 2026
July 31, 2026	August 20, 2026
August 14, 2026	September 3, 2026
August 28, 2026	September 17, 2026
September 11, 2026	October 1, 2026
September 25, 2026	October 15, 2026
October 16, 2026	November 5, 2026
October 30, 2026	November 19, 2026
November 13, 2026	December 3, 2026
November 30, 2026	December 17, 2026

Meetings will begin at 7:00p.m.

CITY OF BEREA

APPLICATION FOR HEARING BEFORE
MUNICIPAL PLANNING COMMISSION

Reason for Appearance before Planning Commission:

- | | |
|---|---|
| ☐ Lot Split / ☐ Consolidation | ☐ Appeal/Reconsideration |
| ☐ Razing (Demolition) | ☐ Signage |
| ☐ Variance | ☐ Commercial Addition |
| ☐ Conditional Use | ☐ Commercial Building |
| ☐ Occupancy | ☐ Site Plan |
| ☐ Driveway Widening | ☐ Other _____ |

Applicant's Information:

Name _____	Email _____
Address _____	
Phone _____	Fax _____
Site Address _____	Permanent Parcel No. _____

Owner's Information (if different from above):

Name _____	Email _____
Address _____	
Phone _____	Fax _____

Agent's information (if applicable):

Name _____	Email _____
Address: _____	
Phone _____	Fax _____

**A copy of the meeting agenda will be sent to each email address provided.*

MUNICIPAL PLANNING COMMISSION

SUBMITTAL GUIDELINES

If any of these requirements are NOT met by the submittal deadline, you may be removed from the meeting agenda.

- 1) **SUBMITTAL DEADLINES:** Please review the Municipal Planning Commission schedule. Physical copies of materials must be received and “in-hand” at the Berea Building Department by **NOON** of the submittal deadline date, or they will not be added to the corresponding meeting agenda. Physical copies may be delivered in-person or sent via mail to Berea Building Department, 11 Berea Commons, Berea, Ohio 44017. Please **DO NOT** submit Planning Commission materials through the Building Department’s online permit application system, as these submittals will not be accepted.
- 2) **SUBMITTAL PACKET:** All Submittal Packets must include the **Application for Hearing, Letter of Intent/Hardship** and a signed copy of this **Submittal Guidelines sheet** (*see signature line below*). Packets may also include some or all of the following: Site Plan, Elevations, Photographs, Color/Material Samples, Mylar and Legal Descriptions (*for Lot Splits and Consolidations*), all of which are explained in greater detail below.
- 3) **NUMBER OF COPIES:** 13 copies of the complete submittal packet, along with the appropriate fee, are required by the submittal deadline. **For a lot split/consolidation, a pdf copy of the plat is required.**
- 4) **LETTER OF INTENT/HARDSHIP:** The Letter of Intent must indicate your intentions, and if a Variance is required, a description of your **Practical Difficulties** as defined under Zoning Code Section 104.02. If you are requesting a Conditional Use, please cite evidence that the proposed use is consistent with the standards defined under Zoning Code Section 304.05. There is a 20 day waiting period after approval of a variance before a permit can be issued. This waiting period does not apply to the approval of a Conditional Use.
- 5) **SITE PLANS:** Site Plans should include the following: the size and location of set-backs, the size and location of onsite and offsite structures, a lighting plan, a landscape plan and a parking plan complete with identified spaces, thruways and driveways to public or private streets.
- 6) **DRAWINGS:** All drawings must be to scale, in ink, and show all pertinent dimensions.
- 7) **DRAWINGS FOR COMMERCIAL APPLICATIONS (except for signage):** Drawings must be stamped and sealed by an Ohio Registered Design Professional (either Architect or Engineer) and show site plan, building elevations, landscaping plan, dumpster location & screening, parking lot layout, building and site lighting, as well as a Phase II Storm Water Plan (retention/detention facility – location and size).
- 8) **PHOTOGRAPHS:** Photographs of the site and neighboring properties are encouraged for every application, but may be brought to the meeting.
- 9) **LOT SPLITS/CONSOLIDATIONS:** 13 copies of the plat must be submitted, as well as the Mylar itself, by the meeting deadline. Written Legal Descriptions are also required. **In addition, the plat must be submitted electronically in pdf format.**
- 10) **FEES:** Application fees are due at the time of filing and may be paid by cash or check. The City of Berea will never request an application or permit payment by wire transfer. If you receive an email requesting payment by wire transfer or through any other unusual payment method, please contact the City of Berea before sending payment. **Please note that the application fee is separate from the permit fee.**
- 11) **MEETING REPRESENTATION:** The applicant, owner, agent or designated representative is required to be present at the Planning Commission meeting. If no one is present, the application will be tabled.

****Please sign below to acknowledge that you have reviewed the submittal guidelines listed above.***

Signature of Applicant, Owner or Agent

Date

BEREA MUNICIPAL PLANNING COMMISSION

REVIEW FEES

1) Residential: One, two, and three family dwellings

A.	Subdivision	\$35.00/lot
B.	Variance	\$50.00
C.	Conditional Use	\$100.00
D.	Planned Unit Development	\$100.00
E.	Other Residential Applications	\$35.00

2) All other buildings

A.	Variance	\$75.00
B.	Conditional Use	\$150.00
C.	Planned Unit Development	\$150.00
D.	Business Sign	\$50.00
E.	Other applications, by building area	
	i. 4,000 square feet and less	\$250.00
	ii. 4,001 - 10,000 square feet	\$300.00
	iii. 10,001 - 20,000 square feet	\$350.00
	iv. 20,001 - 50,000 square feet	\$500.00
	v. 50,001 square feet and greater	\$750.00

3) Miscellaneous

A.	Zoning map amendment	\$50.00
B.	Public hearing bond	\$50.00

*The City of Berea reserves the right to request additional bond money, should the cost of mailings exceed \$50.00.