

Non Residential Submittal Requirements for applications to the City of Solon Planning Commission and City Council



All of the following items are required unless otherwise determined by staff.
For a complete description, see Zoning Code Section 1291.02

Application:

- One (1) copy of the Application to the Solon Planning Commission/City Council

Twenty-one (21) packets are required that contain one (1) each of the following documents. Any oversized plans must be folded.

Cover letter:

- A cover letter addressed to the *Director of Planning* describing the nature and scope of the project. If variances are required, include justifications as to why the variance(s) should be approved and include a variance filing fee of **\$50.00** (cash or check payable to the City of Solon)

Site Plan:

- drawn to scale with north arrow, property line dimensions
- exact location of proposed and existing structures; setback distances must be indicated as measured from the closest point of the structure to all lot lines
- dimensions of all proposed and existing structures (length, width)
- parking facilities: parking spaces and aisles, cross access & street access drives
- summary table indicating total site acreage, total building coverage, total green space, total provided parking, % of building used for manufacturing, warehouse, office, commercial/retail
- stamp of certified architect, surveyor/engineer, or landscape architect
- lighting plan with photometrics and spec sheet of the light fixture
- site topography
- dumpster location and enclosure details (materials, color, landscape screening)
- free standing sign locations, if applicable (separate application required)
- roof mounted and/or above ground mechanical equipment & proposed method of screening
- loading and service areas
- pedestrian circulation provisions utility service lines

Elevation Plan:

- Architectural elevations showing proposed materials & colors for all elevations
- Color renderings of each building elevation
- Floor plan(s)

Landscape Plan:

- Drawn to scale indicating the location & specific design of all landscape provisions (including landscape buffers where required)
- Number and specific species of plant types (scientific and common names)
- Size/height of plant at planting & maturity Cross section (if applicable)
- Street View Elevation (provide if front yard parking is proposed)

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Traffic Impact Analysis:

- If the project generates more than 100 trips (in and out) in the peak hour according to the relevant model in the most current edition of the Institute of Traffic Engineers Trip Generation Manual, a detailed analysis shall be provided for the City to review the likely impact the proposal will have on the existing roadway system. The analysis shall identify methods for mitigating any potential negative impacts.

Detention/Sedimentation Plan: -- *One copy only*

- **One (1) copy** must be submitted to indicate how storm water run-off & other drainage concerns will be managed including detention calculations.

Site Plan Review Fee: *Cash or check (no credit cards)*

(For new buildings and additions; payable at the time of submittal)

Up to 20,000 square feet:	\$300.00
Over 20,000 square feet:	\$400.00

***Please be aware that if your application is tabled at any meeting,
the review time will be extended as needed.***

Contact Personnel

<u>Planning Department</u>	440-349-6327 Phone	440-349-6330 Fax
Robert S. Frankland, AICP, Director	rfrankland@solonohio.org	
Linda M. Fowlie, Planner II	lfowlie@solonohio.org	
Cheryl Shackelford, Secretary	cshackelford@solonohio.org	

<u>Engineering Department</u>	440-349-6745 Phone	440-349-6354 Fax
John J. Busch, PE, City Engineer	jbusch@solonohio.org	
Joan Milhoan, PE, Asst. City Engineer	jmilhoan@solonohio.org	

<u>Building Department</u>	440-349-6737 Phone	440-349-6322 Fax
Charlie Boshane, Chief Building Official	cboshane@solonohio.org	

<u>Fire Department</u>	440-337-1482 Phone	440-337-1486 Fax
Lt. Albert Benedict, Fire Prevention	abenedict@solonohio.org	

<u>Clerk of Council</u>	440-349-6740 Phone	440-349-6319 Fax
Carol J. McConoughey, Clerk of Council	cmconoughey@solonohio.org	

Planning Commission

William M. Mazur, Chair
Susan A. Drucker, Mayor
Toni M. Richmond, Ward 3
Roger C. Newberry
George K. Hrabak

City Council

Susan A. Drucker, Mayor
Richard A. Bell, Ward 1
Robert N. Pelunis, Ward 2
Toni M. Richmond, Ward 3
William D. Mooney, Ward 4
Lon D. Stolarsky, Ward 5
Edward H. Kraus, Ward 6
William I. Russo, Ward 7