



To: Madeira City Planning Commission
7141 Miami Avenue, Madeira, OH 45243

CITY OF MADEIRA, OHIO

**APPLICATION FOR LOT SPLIT
INCLUDING PROPOSED PANHANDLE LOTS AND VARIANCES REQUESTED**

Please Note: You are encouraged to contact staff to assist you in preparing this application. The Planning Commission reserves the right to delay a decision if it determines that the application does not provide all relevant information. Everything must be submitted **at least 21 days** prior to the Planning Commission hearing in order for the application to be placed on the agenda.

Fees pursuant to Madeira Code Section 165.03 (A) (1) & (2) payable upon application:

Fee for lot split and panhandle lots: \$100 per application

Fee for variance request for structure: \$50 + \$1.50 per \$1,000 of total building cost of houses

1. Applicant Information – PLEASE PRINT:

A. Name: _____

B. Mailing Address: _____
Street Address

_____ City State Zip

C. Phone Number: _____
Day Evening

D. Email Address: _____

2. Property Owner (if other than applicant):

A. Name: _____

B. Mailing Address: _____
Street Address

_____ City State Zip

C. Phone Number: _____
Day Evening

D. Email Address: _____

2. Lot to be split (“Parent Parcel” address and book, page & parcel number)

A. Address: _____

B. Book-page-parcel No. _____

C. Zoning Designation of subject parcel: _____

D. Zoning Designation adjacent property: West _____ East _____

North _____ South _____

3. Are variances being requested for creation of the panhandle lots, pursuant to §150.25?
 No Yes

What are the variances that are being requested for the panhandle lots: _____

4. Are variances being requested for creation of the other lots, pursuant to §150.24? No Yes

What are the variances that are being requested for the other lots: _____

5. Are you planning to develop any portion of this property if your request is granted? No Yes
 Will any of the structures require variances? No Yes

What are the variances that are being requested for the structures: _____

Submission requirements:

16 copies of this application and the materials listed herein must be submitted in **separate packets**. Please **fold rolled drawings**. Everything must be submitted at least 21 days prior to the Planning Commission hearing in order for the application to be placed on the agenda. Please use extra pages if necessary.

Legal descriptions of existing and proposed lots	
A list of property owners within 200 ft. of the subject property	
A survey showing items listed below:	Surveyor Name:
Existing and proposed structures on subject site	
Existing structures on adjacent lots	
Street names	
Buildable area shown as dashed line	
Distance from existing structures on subject property to property line in feet	Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft.
Distance from existing structures on subject property to property line in feet	Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft.
Distance from proposed structures on subject property to property line in feet	Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft.
Distance from proposed structures on the panhandle lots to all structures on adjoining properties	

Adjacent property, with dimensions, structures, access & driveways, parking areas, drainage courses	
Distance from existing adjacent structures to property line nearest subject property How was this measured?	North _____ ft. East _____ ft. South _____ ft. West _____ ft.
Dimensions and calculations of footprints of existing contiguous structures and proposed structures on panhandle lots (if proposed is larger than 120% it will need a variance)	
Detailed elevations of front left, right and rear of the proposed structure showing materials, orientation of structures and dimensions	
Label and describe all relevant materials (siding, paving, decking, etc.) and colors	
Distance from finished grade to finished floor(s) (e.g. deck) and top of structure	_____ ft.
Distance from finished grade to top of highest point on structure	_____ ft.
Proposed driveways and curb cuts and dimensions and distance from adjacent existing drives	
Topography at 2 ft. intervals depicting existing and proposed changes	
Existing and proposed surface storm water drainage patterns. Any significant changes in direction or quantities must be identified and certification provided by a qualified engineer that such surface water can be tied into existing storm sewers or non-erosive drainage systems or held by adequate retention/detention basins on the property.	
Existing and proposed utility easements and all other easements	
Documentation from MSD showing that lots will be served by sewers	
The completed variance request worksheet	
Landscape and screening Plan	
Photos of the site (optional)	
Letters in support of project (optional)	

I certify that I have received the attached guidelines and codes and that the information contained in this application and its supplements is true and correct. Applicant hereby grants permission to the City of Madeira Planning Commission and staff to make visits to the subject property to review requests.

Signature of Owner: _____

Date: _____

Signature of Owner: _____

Date: _____

Signature of Applicant: _____

Date: _____

A Variance from the Planning Commission does not supersede a deed restriction and/or covenant. As a property owner, you should be aware of any restrictions to your property in the form of deed restrictions and/or covenants.

(To be completed by the City of Madeira)

FINDINGS

SAFETY ISSUES REVIEWED:

Police Chief: Objection: No Yes

If yes, reason: _____

Fire Chief: Objection: No Yes

If yes, reason: _____

City Engineer Review: _____

Architectural Review Officer (ARO) Recommendation: No Yes

Attach ARO report.

**MADEIRA CITY PLANNING COMMISSION
WORK SHEET**

Date of Public Hearing: _____

Applicant Name: _____ Property located at: _____

Type of Variance Requested: _____

- (1) Will the property in question yield a reasonable return or can there be any beneficial use of the property without the variance? _____

- (2) Is the variance necessary to preserve a substantial property right (the reasonable enjoyment and use of the property) which is already possessed by the owners of other properties in the same area? _____

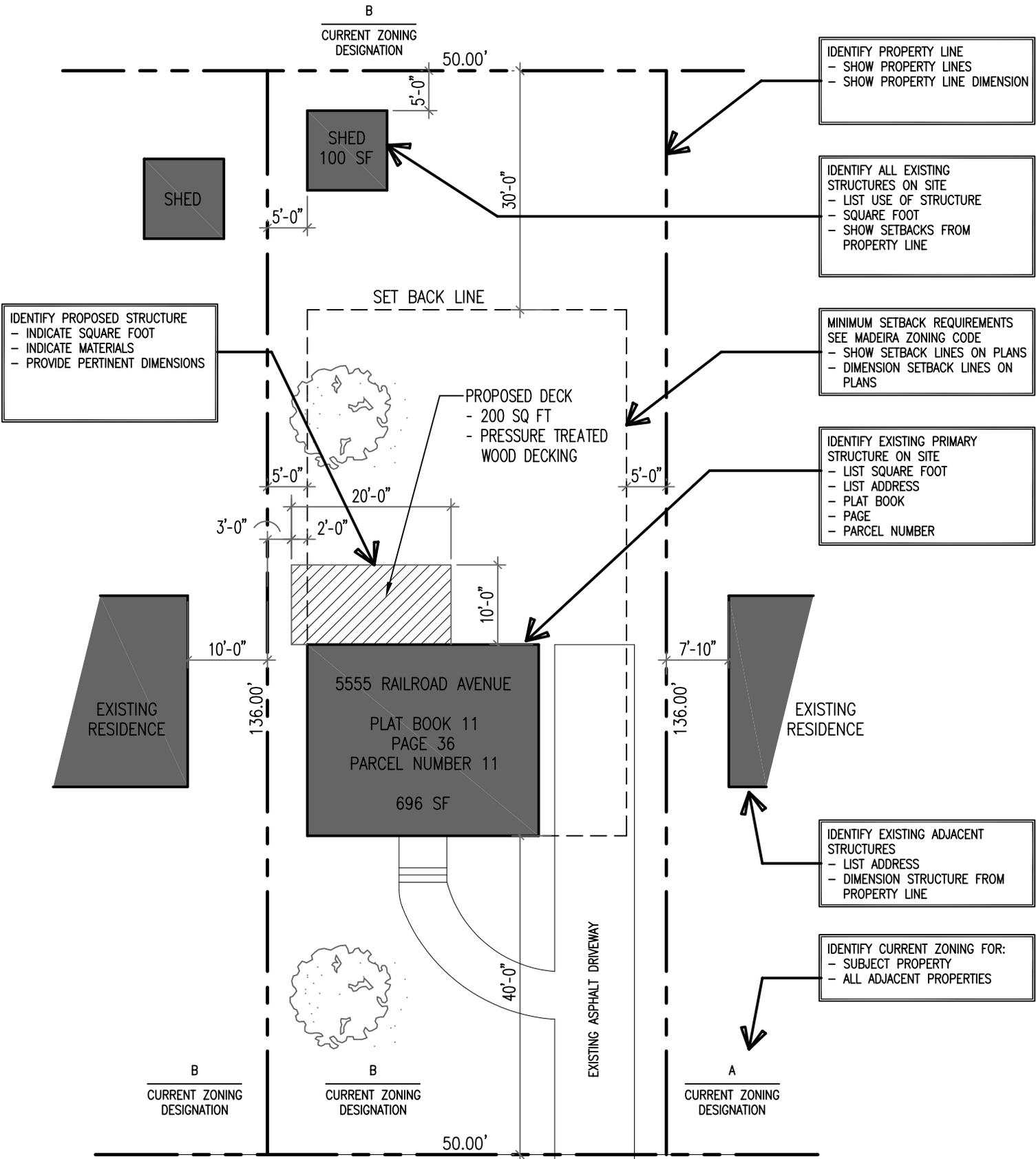
- (3) Are there exceptional or extraordinary conditions which apply to the subject property that do not apply generally to other properties in the same area? _____

- (4) Would the essential character of the neighborhood be substantially altered or would adjoining properties suffer a substantial detriment as a result of the variance? _____

- (5) Would the variance adversely affect the delivery of governmental services (e.g. water, sewer, garbage)? _____
- (6) Were the applicable zoning restrictions in place when the property was purchased or acquired by the applicant? Did the applicant have a reasonable means of determining what zoning restrictions were in effect at the time the property was acquired? _____

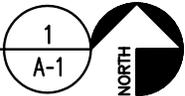
- (7) Can the property owner's predicament feasibly be obviated through some method other than a variance (such as a zoning change or redesign of the proposed plan)? _____

- (8) Can the spirit and intent behind the zoning requirement be observed and substantial justice done if the variance is granted? _____



SITE PLAN

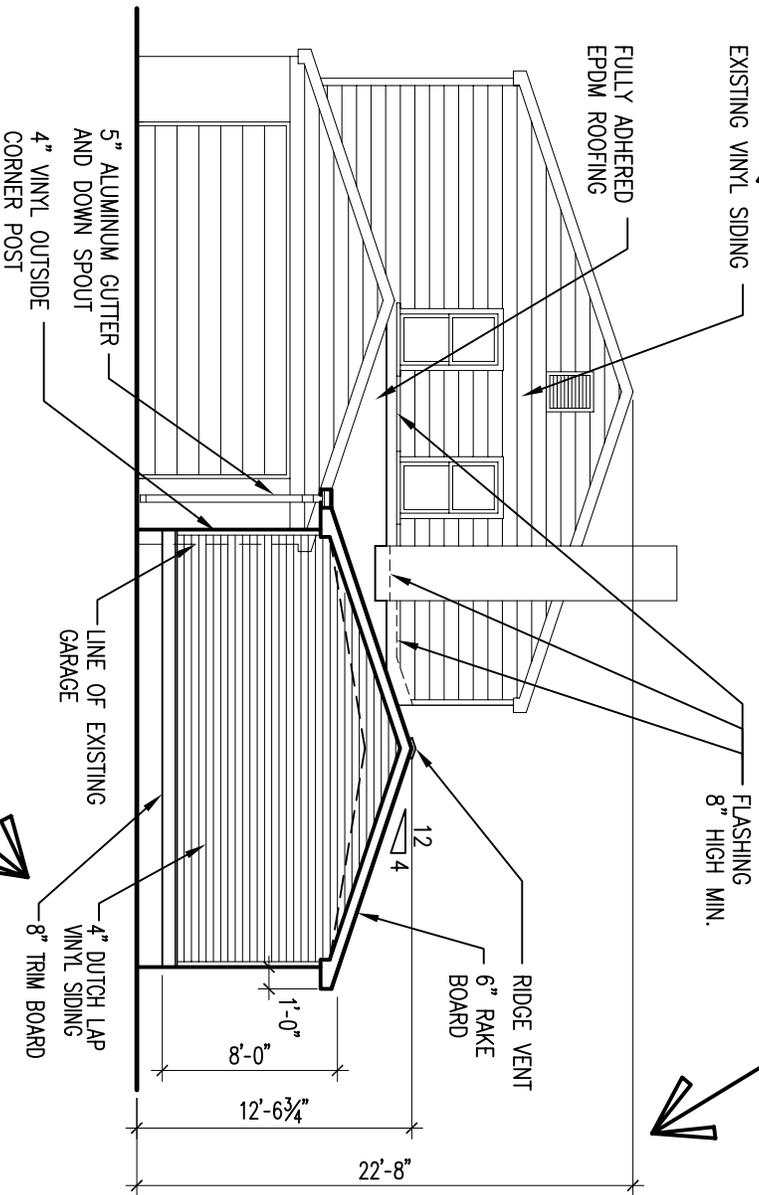
SCALE: 1" = 20'-0"



NOTE - THIS SAMPLE SITE PLAN IS FOR REFERENCE ONLY, AND HAS BEEN PROVIDED FOR YOUR USE DEPICTING THE BARE MINIMUM REQUIREMENTS AND GENERAL FORMAT FOR YOUR SUBMISSION. ADDITIONAL INFORMATION MAY BE REQUIRED DEPENDING ON YOUR SPECIFIC VARIANCE REQUEST.

IDENTIFY EXISTING STRUCTURE
 - INDICATE EXISTING BUILDING MATERIAL

IDENTIFY PROPOSED STRUCTURE
 - INDICATE OVERALL HEIGHT OF NEW AND EXISTING STRUCTURE



SIDE ELEVATION

SCALE: 1/8" = 1'-0"

3
A-1

IDENTIFY PROPOSED STRUCTURE
 - INDICATE PROPOSED BUILDING MATERIAL

NOTE - THIS SAMPLE ELEVATION PLAN IS FOR REFERENCE ONLY, AND HAS BEEN PROVIDED FOR YOUR USE DEPICTING THE BARE MINIMUM REQUIREMENTS AND GENERAL FORMAT FOR YOUR SUBMISSION. ADDITIONAL INFORMATION MAY BE REQUIRED DEPENDING ON YOUR SPECIFIC VARIANCE REQUEST.