

PLANNING COMMISSION PROCEDURE FOR A ZONE CHANGE

1. Bring in a written request & property description.
- 2 Map from Tax Department at Administration Bldg.-Warren, OH.
3. List of adjoining property owners-across & contiguous to the property in question.
4. **\$200.00 filing fee-to be paid at time of application.**
5. The Chairman & Secretary set a date for the public hearing, at least thirty (30) days notice.
6. The City will send copies to Board members, property owner, abutting and contiguous property owners of the property in question, legal ad, council and bulletin boards.
7. If you want to be on the Agenda, let the secretary know at 330 637-3011 she will give you the date that you will need to have the paperwork returned. Planning Commission meets the 2nd Monday each month at 7:00 PM.
8. If you have any questions regarding the procedure, contact the Service Director and he will explain it.
9. If an approval is made by the Planning Commission, a recommendation will be sent to Council.
10. The principal or legal counsel needs to be present at the meeting to review the plans.

PLANNING COMMISSION PROCEDURE FOR A VARIANCE

1. Contact Service Director & he will explain the procedure.
2. Send a written request to the City of Cortland, 400 N. High St.
- 3 They set a date for the public hearing-at least thirty (30) days notice.
- 4 Secretary types a letter for a public hearing. Planning Commission meets the 2nd Monday of each month at 7:00 PM. **Have paperwork in by 10:00 a.m. the 1st Monday.**
- 5 Send copies to the Board members, property owner, abutting and contiguous property owners of the property in question, legal ad, council and bulletin boards.
- 6 **\$100.00 filing fee-to be paid before meeting time.**
- 7 The principal or legal counsel needs to be present at the meeting to review the plans.
- 8 Copy of building plans need to be submitted for review seven days prior to the meeting.

9. After the approval of a variance no zoning permit will be issued for 21 days.

NEW BUSINESS PROCEDURE

1. Contact Service Director and he will explain the procedure. 330-637-3916

2. Go to Trumbull County Building Inspector's Dept.-Warren, OH.

3. Secretary will give a copy of requirements for a new business.

4. If you want to be on the Agenda, let the secretary know & **have the paperwork to her by the 1st Monday by 10:00 am** before the meeting date and time. Planning Commission meets the 2nd Monday each month at 7:00 PM.

5. Copy of building plans need to be submitted for review seven days prior to the Planning Commission meeting.

6. Have parking plans, sign, square foot dimensions to Secretary before meeting time.

7. The principal or legal counsel needs to be present at the meeting to review the plans.