

DO NOT STAPLE

RESIDENTIAL FEE \$50.00 _____

NON-RESIDENTIAL FEE \$100.00 _____

CASE NUMBER # 20_____-_____-_____



CITY OF EUCLID

PLANNING AND ZONING COMMISSION

PRIMARY APPLICATION – COVER SHEET

*** PLEASE TYPE OR PRINT CLEARLY ***

*SUBJECT PROPERTY LOCATION: _____

*PROJECT NAME: _____

*PARCEL NUMBER(S): _____

*PROPERTY OWNER NAME(S): _____

TITLE: _____ BUSINESS NAME: _____

*ADDRESS: _____ *CITY: _____ *STATE: _____ *ZIP CODE: _____

*PHONE NUMBER: _____ *EMAIL: _____

APPLICANT NAME(S): _____

TITLE: _____ BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

CONSULTANT NAME(S): _____

TITLE: _____ BUSINESS NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

*BRIEF SUMMARY OF REQUEST:

X _____

*SIGNATURE OF APPLICANT

*DATE

Signature confirms understanding of all guidelines within the application

ALL FIELDS ON THIS PAGE MARKED WITH AN ASTERISK REQUIRED

In cases where the applicant does not own the property, supplementary documents must be submitted to show the applicant is authorized to make the request and speak on behalf of the property. Contractors may not apply for, nor act as the owner's representative.

Use of the property is not authorized until applicable building permits are closed and a Certificate of Occupancy has been issued.

DO NOT STAPLE

PLANNING AND ZONING DISCLOSURE AFFIDAVIT

*** PLEASE TYPE OR PRINT CLEARLY ***

The affidavit is required for Zoning Change, Variance, Use District Exception, and/or Special Use Permit requests.

The affidavit is optional for Appeals and Conditional Use requests.

Property Address: _____ Parcel No. _____

To the Planning and Zoning Commission of the City of Euclid, County of Cuyahoga, State of Ohio:

We, the undersigned (owners) (lessees) of the property set above our names and attached to this document, have applied to this Honorable Body for (Please check the applicable item):

| | | |
|-----------------------------------------------|--------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Appeal (Form Z47) | <input type="checkbox"/> Conditional Use (Form Z49) | <input type="checkbox"/> Non-Conforming Rights (Form Z50) |
| <input type="checkbox"/> Rehearing (Form Z48) | <input type="checkbox"/> Special Use Permit (Form Z45) | <input type="checkbox"/> Use District Exception (Form Z43) |
| <input type="checkbox"/> Variance (Form Z44) | <input type="checkbox"/> Zoning Change (Form Z42) | |

Pursuant to the requirements outlined in ECO 1323.04, we swear or affirm the following:

1. Are you, the undersigned, delinquent in the payment of any property tax, special assessment, special charge, or special tax due to the City of Euclid regarding this property?

a. Yes ___ / No ___ If yes, please explain:

Verified by City of Euclid Staff: _____

2. Do you, the undersigned, have an outstanding civil judgment relating to all real property in the City of Euclid?

a. Yes ___ / No ___ If yes, please explain:

Verified by City of Euclid Staff: _____

3. Do you, the undersigned, have any outstanding violations of the Building and Housing Code relating to all real property owned in the City of Euclid?

a. Yes ___ / No ___ If yes, please list property addresses and violations:

Property Address(es): _____

Outstanding Violations: _____ Open Permits: _____

Verified by City of Euclid Staff: _____

4. Have costs for grass cutting, civil nuisance, or criminal abatement been assessed on the property(s)?

a. Yes ___ / No ___ If yes, please explain:

Verified by City of Euclid Staff: _____

Attach copies of delinquent property taxes, outstanding violation notices, or inspection reports if applicable

X _____
SIGNATURE OF APPLICANT

State of Ohio)
County of Cuyahoga)

On this _____ day of _____, 20____, before me, a Notary Public in and for the State of Ohio, personally appeared _____ known to be the person herein described and having signed the above Affidavit and on oath swears or affirms that all statements herein made are true to the best of his/her knowledge and belief.

Notary

DO NOT STAPLE

GUIDELINES FOR SUBMITTING PROJECTS TO THE PLANNING AND ZONING COMMISSION

(RETAIN THIS PAGE FOR YOUR REFERENCE – DO NOT INCLUDE IT WITH THE SUBMITTED APPLICATION)

REQUIRED SUBMISSIONS:

All projects, when possible, should be submitted in the early preliminary study stage to avoid unnecessary delays and expense of changes. A pre-application meeting with Staff may be helpful. Please contact the Zoning Commissioner to schedule an appointment.

METHOD OF SUBMISSION:

- A. One** (1) original Primary Application (pages 1-4), and **Ten (10) copies** of the appropriate Petition Application(s) (below) signed and notarized:

☐ Appeal (Form Z47) ☐ Conditional Use (Form Z49) ☐ Non-Conforming Rights (Form Z50)
☐ Rehearing (Form Z48) ☐ Special Use Permit (Form Z45) ☐ Use District Exception (Form Z43)
☐ Variance (Form Z44) ☐ Zoning Change (Form Z42)

- B. Ten (10) complete sets** - one at full size and nine reduced – (no less than 11"x17") – of scaled and dimensioned drawings. All drawings must be accurate. These drawings (if applicable) should include the following:

1. Site plan – Parking and landscaped areas, setbacks, property lines, building locations;
2. Floor plans – To an appropriate scale;
3. Elevations – Required for projects involving new construction – may be waived for proposals involving use of existing buildings; and,
4. Such other information as the Zoning Commissioner requires in order to show full compliance with this chapter and all other ordinances of the City: _____

- C.** Photographs and other evidence may be presented to indicate the character of the surrounding area as well as to indicate precedence or an existing condition. All photographs and/or items submitted by the applicant as evidence shall be retained by the City and will not be returned to the applicant.

- D.** Additionally, all drawings, photographs, etc., **MUST BE** submitted electronically. To facilitate the ease of transmission of information and electronic record keeping, documents are to be submitted as one of the following - Email, PowerPoint, PDF, USB, or similar format.

NOTICE:

The application, all required drawings, and plans **MUST BE SUBMITTED BY 4:00 PM ON EACH CLOSING DAY LISTED** on the Commission's adopted annual meeting schedule (see application deadline on Planning and Zoning Commission Regular Meeting Schedule).

In cases where the applicant does not own the property, supplementary documents must be submitted to show the applicant is authorized to make the request and speak on behalf of the property. Use of the property is not authorized until applicable building permits are closed and a Certificate of Occupancy is issued.

THE APPLICANT OR DESIGNATED REPRESENTATIVE MUST APPEAR AT THE PLANNING AND ZONING COMMISSION MEETING.

CONTACT:

Zoning Commissioner
J. Scott Muscatello
(p) 216.289.8164

Zoning Coordinator
Linda Beck
(p) 216.289.8161

Email: Zoning@CityofEuclid.com



CITY OF EUCLID

PLANNING AND ZONING COMMISSION

REGULAR MEETING SCHEDULE - 2026

RETAIN THIS PAGE FOR YOUR RECORDS - DO NOT INCLUDE IT WITH THE SUBMITTED APPLICATION

| <u>MEETING DATE</u> | <u>APPLICATION DEADLINE</u> | <u>MEETING TIME</u> |
|---------------------|-----------------------------|---------------------|
| January 13 | December 26 (2025) | 7:00 PM |
| February 10 | January 23 | 7:00 PM |
| March 10 | February 20 | 7:00 PM |
| April 14 | March 27 | 7:00 PM |
| May 12 | April 24 | 7:00 PM |
| June 9 | May 22 | 7:00 PM |
| July 14 | June 26 | 7:00 PM |
| August 11 | July 24 | 7:00 PM |
| September 15 | August 28 | 7:00 PM |
| October 13 | September 25 | 7:00 PM |
| November 10 | October 23 | 7:00 PM |
| December 8 | November 20 | 7:00 PM |
| January 12 (2027) | December 23 (2026) | 7:00 PM |

NOTE: The above dates and times are subject to change due to Council Chamber availability.

Planning & Zoning Commission meetings are typically held on the *second* Tuesday of each month. Per Codified Ordinances, the application cutoff date is no less than ten (10) business days before the scheduled meeting, except on certain holidays.

The application, all required drawings, and plans **MUST BE SUBMITTED BY 4:00 PM ON EACH CLOSING DAY LISTED ABOVE.**

NOTE: APPLICANT OR DESIGNATED REPRESENTATIVE MUST APPEAR AT THE PLANNING AND ZONING COMMISSION MEETING.