



PLANNING COMMISSION APPLICATION

City of Fairlawn, Ohio
3487 S. Smith Road
Fairlawn, OH 44333
330-668-9502 Fax: 330-668-9546
Email: bldg_zoning@fairlawn.us
www.fairlawn.us

Date: _____

The undersigned does hereby petition for an appearance before the Planning Commission as provided under the Codified Ordinances, Chapter 1240 for purposes set forth below.

*****SUPPORTING INFORMATION*****

IF ALL THE APPLICABLE PROVISIONS BELOW ARE NOT SUPPLIED WITH THIS PETITION, NORMAL PROCESSING WILL NOT OCCUR UNTIL ALL ITEMS ARE SUBMITTED.

- 1) Project Name: _____
- 2) The property address or parcel #: _____
Suite # _____
- 3) State your request for appearance before Planning Commission: _____

- 4) The proposed use is: _____
- 5) Estimated **TOTAL** project cost: _____
- 6) Estimated number of new permanent employees to be added by the project: _____
- 7) Submit electronic versions of scale plans in pdf file format and attach eight (8) sets of reduced size plans on ledger sized paper to bldg_zoning@fairlawn.us.

Plans shall contain a minimum of the following:

Preliminary Site Plan:

An application for preliminary site plan review shall include a plan for the entire area of the proposed project. The preliminary site plan shall be drawn to an appropriate scale and shall include:

- Location of all existing structures and access points
- General location of existing buildings, parking areas and access drives on parcels within 200 ft. of the site
- General location of all proposed construction including buildings, structures, accessory buildings and structures, solar and wind energy facilities, parking areas, and access points
- Location of existing and proposed topography, major vegetation features, and wooded areas
- General layout of the proposed internal road system, indicating the proposed vehicular right of way of all proposed public streets and pedestrian circulation
- General location of common open space

- Summary table showing total acres of the proposed development, the number of acres devoted to each type of land use including streets and open space, and the number of proposed dwelling units by type

Minor and Final Site Plan:

An application for final/minor site plan review shall be required for each phase of the development. The application shall include the maps, plans, designs and supplementary documents itemized below. The final/minor site plan shall be drawn to an appropriate scale and shall include:

- Type of proposed building and its location on the site
- Exterior dimensions of the proposed building
- Dimensions of all setbacks, parking areas, drives and walkways
- Description of the site, with topographical maps showing existing and generally proposed grading contours, including integration into and topography on adjacent lands, all existing building, wooded area and trees of substantial size, land within any flood plain district, the planned building usage, lot numbers and subdivision of plats
- Statement of usable (rentable) floor space in square feet for office or professional buildings
- Statement of seating capacity for restaurants, bars and taverns, funeral homes, theatres, etc.
- Statement and depiction of off-street parking for the proposed building indicating the number of spaces for the physically challenged (handicapped) and regular spaces provided
- Storm and sanitary sewer ties
- Surface drainage flow
- Underground wiring
- Outside lighting
- Mechanical equipment including, but not limited to, heating and air conditioning, wind and solar energy facilities whether such facilities are proposed on the roof of the building or elsewhere on the site, and the appropriate screening therefore
- Screen trash receptacles if outside building
- Sidewalks
- Landscaping plan
- Complete building plans, including electrical and mechanical preliminary floor plan
- Architectural Drawings – Detailed architectural drawings for all proposed principal and accessory buildings including floor plans and elevations of the front, rear, and two (2) sides of the building, together with additional views or cross sections, as necessary, to completely depict the exterior appearance of the structure
 - All elevations shall be drawn to the same scale, and be drawn at a reasonable scale to enable the architect and Planning Commission to adequately review the information submitted.
 - Each elevation shall show the accurate location of windows, doors, portals and other architectural features and materials and finishes.
 - Samples of colors and building materials, colored renderings, and photographs of the site shall accompany the elevations as necessary to convey the appearance of the structure
 - Drawings may be submitted via CD-Rom on a disk compatible with the City’s systems. Paper drawings may be submitted provided that the sheet size does not exceed thirty-six (36) inches x forty-two (42) inches.
- Materials, design and location of all sidewalks, fences, light poles, trash receptacles, benches and other similar amenities
- Layout and design of any outdoor plazas, including the location of any landscaping and lighting features and a list of amenities such as chairs, tables and other similar features planned to be used in the outdoor plaza
- Location of any appurtenant and/or accessory structures and general description of any plans to screen such structures including materials to be used.

8) Upon final Planning Commission approval for structures, submit 1 additional set of

plans to the City Engineer for review. Contact Summit County Bldg. Dept. for their submittal requirements. It is the proponent's responsibility to contact Akron Water Dept., Summit Soil & Water Conservation, and Summit County Environmental Services for any requirements.

- 9) In cases of **Rezoning**, please disregard Step #6 and include the following:
- Legal Description
 - Eight (8) copies of site plan of proposed rezoning
- 10) In cases of **Lot Splits**, please disregard Step #6 and include the following:
- Legal Description
 - Eight (8) copies of plat if applicable
- 11) In cases of **Conditional Use Requests**, include the following:
- Statement describing requested conditional use and how it will be in accordance with the requirements of the Zoning Code
 - Eight (8) copies of site plan and complete plans for proposed development and construction
- 12) Attach a **letter** containing:
- A statement of the location of the property
 - Present zoning of the property
 - A short statement reciting why the intended use would benefit the overall good planning for the City of Fairlawn

Print name of Proponent

Signature

Company

Address

City, State

Zip Phone

E-mail

(If you wish to be contacted by email)

Print name of Owner

Address

City, State

Zip Phone

Also Notify:

Name

Address

Name

Address

A NON-REFUNDABLE FILING FEE shall accompany this petition upon submittal to
The Building & Zoning Department of the City of Fairlawn
3487 S. Smith Road – Fairlawn, OH 44333

FEES

▪ Rezoning to R-1, R-2, R-3	\$ 500.00
▪ Rezoning to R-4, R-5, R-6	\$ 500.00
▪ Rezoning to B-1, B-2, B-3, B-4, B-4	\$ 500.00
▪ Rezoning to M-1, M-2, M-3	\$ 500.00
▪ Vacating or dedication of any street	\$ 300.00
▪ Division of land (per lot as divided)	\$ 50.00
▪ Major subdivision of land over twenty (20) lots	\$1,000.00
▪ Other matters regulated by the Zoning Code	\$ 300.00
▪ Conditional Use Request	\$ 400.00
▪ Allotment Plat	\$ 500.00
▪ For each requested additional appearance after final approval is issued by the Planning Commission	\$ 300.00

Landscape Plan Reviews, Traffic Study Reviews and Engineer's Plan Reviews shall cost the actual review fee cost plus a 10% administrative fee to be billed to the proponent by the City Finance Department.

Fees are subject to change without notice

Please make checks payable to **City of Fairlawn**

2026 PLANNING COMMISSION SCHEDULE

Meeting Date

Filing Deadline

November 13, 2025

October 29, 2025

December 11, 2025

Tuesday, November 25, 2025

January 8, 2026

Tuesday, December 23, 2025

February 12, 2026

January 28, 2026

March 12, 2026

February 25, 2026

April 9, 2026

March 25, 2026

May 14, 2026

April 29, 2026

June 11, 2026

May 27, 2026

July 9, 2026

June 24, 2026

August 13, 2026

July 29, 2026

September 10, 2026

August 26, 2026

October 8, 2026

September 23, 2026

November 12, 2026

October 28, 2026

December 10, 2026

Tuesday, November 24, 2026

January 14, 2027

December 30, 2026

MEETINGS WILL BE HELD AT 5:30 P.M. IN COUNCIL CHAMBERS

MEETING DATES ARE SUBJECT TO CHANGE

AN AGENDA WILL BE MAILED TO ALL PROPONENTS