

City of Willoughby Hills

Department of Building and Zoning

PROCEDURES FOR SUBMITTING BUILDING PROJECT PLANS

1. The Applicant submits **four (4) sets** of complete plans (site & building) to the Building Department for initial review. At the same time, the Applicant completes an application for building department and **Planing Commission/Architectural Board of Review**. The Applicant is advised that the PC/ABR meetings will be held the first and third Thursdays of each month. Additionally, the applicant will render payment to the Building Department for the calculated engineering deposit fee, if applicable, and/or an in-house review fee of \$50.00, and a \$50.00 application fee for the **PC/ABR**. The Building Department will record the deposit and maintain the engineering fees account.

This deposit may be sufficient to cover engineering fees that are invoiced by the City Engineer, CT Consultants. If that is the case, and if the account has a remaining balance once the Engineer's invoices are paid, the Applicant will then have that amount, less a \$30.00 bookkeeping fee, returned.

If the initial engineering fee deposit is not sufficient to cover the charges invoiced by the City Engineer, a request for additional funds will be sent to the Applicant, which will then require an additional deposit. The purpose of this deposit is to cover charges made to the account, including any future invoices that may be received.

2. **The Building Department will perform the following:**

- Review the site plans for compliance with the City's Zoning Ordinances and local Building Code.
- Confirm approval by the **Lake County General Health District** for septic system criterion (for new construction projects only).
- Advise the Applicant to submit a copy of the site plan to **Lake County Soils and Water Conservation District** for erosion control review (for new construction projects only).

3. **If the review of the site plan determines Zoning non-compliance, skip to item seven (7) *.** **If the review of the site plan determines Zoning compliance,** the Building Department will forward the **four (4) sets** of plans to the City Engineer for Building Code and Site plan review. When the review is completed and plans are approved, he will retain **one (1) set** for his notations and record, and will forward the remaining **three (3) sets** of **STAMPED APPROVED** plans to the Building Department.

Residential projects

- Site plan are reviewed by the City Engineer
- Building plans are reviewed for code compliance by the Building Commissioner or the City Architect if needed

Commercial projects

- Site plan is reviewed by the City Engineer.
- **Building plans are reviewed by the the Lake County Building Department.**

Minor sub-divisions, lot splits, multi-family facilities, and demolitions require plans to be sent to the Fire Department for review. The reviewed plans are then sent to the Police Department for review. When the reviewed plans are returned to the Building Department, they are forwarded to the City Engineer for review and approval.

4. The Applicant is contacted by the Building Department and instructed to pick up one (1) set of **STAMPED APPROVED** plans for duplication. The Applicant is advised to duplicate the original set of plans nine (9) times and return a total of ten (10) sets of **STAMPED APPROVED** plans back to the Building Department. To ensure the Applicant's project will be on the PC/ABR Agenda, the ten **(10) sets of plans** must be returned to the Building Department before the cut off-date/time which is Friday, **12:00 noon, the week prior to the scheduled PC/ABR meeting.** The Building Department and PC/ABR Clerk will assemble **ten (10) packets** for the members of the **PC/ABR**.

5. At their meeting, the Architectural Review Board will take one of the following actions:

- Approve application either as submitted, or with additional comments
- Reject the application
- Postpone the application for non-representation or architectural issues

6. Upon approval of your project the PC/ABR, the Applicant may apply for a Building Permit or Zoning Certificate on the next business day.

Note: The Building Department hours are **Monday-Friday, from 8:00 a.m. to 4:00 p.m.**

Commercial projects

- Applicants must obtain a “Zoning Certificate” from the Building Department. Applicants then submit plans to the Lake County Building Department to acquire the required permits.

7. The Building Department maintains a records retention schedule and policy with the City Records Commission and the State of Ohio Historical Society. These documents allows the applicants’ file to be discarded after a period of **six (6) months**, if there has been no activity or application for permit. After this time period, applicants wishing to pursue permits must re-start the entire plan approval process again, as a new submittal, including all fees.

* **ZONING NON-COMPLIANCE**

8. If the review of the site plan determines non-compliance with Zoning or local Building Code, the Building Inspector and the Law Director will determine the next course of action to be pursued by the Applicant.

- ***A determination will be made as to whether the application is submitted to the Board of Zoning Appeals, the Planning Commission, or the Architectural Board of Review.***

9. When the Zoning Administrator or the City Engineer denies a request for a permit because of zoning non-compliance, the Applicant is informed of the options to amend the plans or to pursue a zoning variance by appeal. To initiate an appeal, the Appellant submits an application and a fee of one hundred dollars (\$100.00). All documents and fees must be submitted three weeks before the scheduled meeting date of the Board of Zoning Appeals. All submittals are accepted and administered by the Building Department.

10. The Applicant shall submit ten **(10)** complete sets of plans to the Building Department which will then be forwarded, along with the original application, to the Clerk of the BZA.

11. Depending on the outcome of the hearing with the BZA, the appellant will be advised of the next phase for plan approval. This may consist of re-application to BZA, submission to the PC/ABR (steps 1-6), or referral to a court for legal action. If the plans are to be amended and re-submitted to the BZA, the appellant must submit two (2) sets of revised plans for their records.