

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 this time, the Applicant will complete an application for building department and **Planing Commission/Architectural Board of Review**, and 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 and or architectural review fee deposit, and an application fee for the **PC/ABR**. The Building Department will record the deposit and maintain the engineering fees account.

- This deposit may possibly be sufficient to cover all engineering fees that are invoiced by CT Consultants. If this is the case, and the account has a remaining balance once all CT invoices are paid, the Applicant will then have the balance of the deposit, less a \$30.00 bookkeeping fee returned to them.
- If the initial engineering fee deposit is not sufficient to cover the charges invoiced by CT Consultants, a request for additional funds will be sent to the Applicant requiring an additional deposit. This deposit is to cover charges made to the account, including any future invoices that may be received.

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 of **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 to be performed (for new construction projects only).

2. **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 CT Consultants for Building Code and Site plan review. When the review is completed and plans are approved, CT will retain **one (1) set** for the City Engineer for notations, and record, and forward the remaining **three (3), sets of STAMPED APPROVED** plans to the Building Department.

- **Residential projects-** Site plan reviewed by the City Engineer
Building plans reviewed by the City Architect
- **Commercial projects-** Site plan reviewed by the City Engineer
Building plans reviewed by the Lake County Building Department

* *Commercial projects, minor sub-division, lot splits, multi-family, 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. The reviewed plans are returned to the Building Department, where they are forwarded to CT Consultants for review and approval.*

3. 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 seven (7) times and return a total of eight (8) sets of **STAMPED APPROVED** plans back to the Building Department. To ensure the Applicant's project will be on the PC/ABR Agenda, the eight **(8) sets of plans** must be returned to the Building Department before the cut off-date and time which is **(absolute) Friday 3:00 pm, the week before the scheduled PC/ABR meeting.**

- The Building Department and PC/ABR Clerk will assemble **ten (10) packets** for each **PC/ABR** Board member.

4. **The Architectural Review Board will take one of the following actions:**

1. Approve application either as submitted, or with additional comments;
2. Reject the application, or
3. Postpone the application for non-representation or architectural issues, such as:

5. **Upon approval of your project the PC/ABR, the Applicant is eligible to apply for a Building Permit or Zoning Certificate on the next business day.** The Building Department permit hours are **Monday-Friday, from 8:00 a.m. to 4:00 p.m.**

- * *Commercial projects must obtain a “Zoning Certificate” from the Building Department in order to submit plans to Lake County Building Department to acquire all permits required for your project.*

6. The Building Department will provide a retention schedule to the City Records Commission for review and approval. The Commission will forward the schedule to the State of Ohio Historic Society for recording and approval.

- * The purpose and petition of the retention schedule would allow the applicants' file to be discarded after a period of **six (6) months** when there has not been any activity to acquire a permit. Should after this time period applicants wishing to pursue activity by permit must go through the entire plan approval process again as a new submittal with all fees inclusive.

ZONING NON-COMPLIANCE – BOARD OF ZONING APPEALS - BZA

7. 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.

- * ***The primary focus at this time is to determine which governing Board should be petitioned to address the proposal (BZA or PC/ABR).***

8. When the Building Inspector or the City Engineer denies the request for permit for 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 submits a fee of one hundred dollars, (\$100.00), all paper work and fees shall be complete 3-4 weeks before the scheduled meeting date. This process is administered by the Building Department.

9. The Applicant is instructed to submit ten **(10)** complete sets of plans to the Building Department who will then forward the plans and the original application to the BZA Clerk.

10. If a variance is granted by the BZA, the appellant is informed of the next phase for plan approval (application to PC/ABR – steps 1-7). If the plans are to be amended the appellant must submit two (2) sets of revised plans to the BZA for records.