



Village of Newburgh Heights

Housing & Building Department

3801 Harvard Avenue
Newburgh Heights, OH 44105
216-641-4654
newburgh-oh.gov

Application for Planning Commission

Instructions

1. Complete, in full, the required application. The application fee is required at time of submission. Send completed application to:

Village of Newburgh Heights
Housing and Building Department
3801 Harvard Avenue
Newburgh Heights, Ohio 44105

New Construction Fee (1,2,3-Family Dwellings)-\$50.00

Additions/Alterations (1,2,3-Family Dwellings)-\$35.00

All other Buildings or Structures (New Construction or Additions)

Under 2400 Sq. Ft. of Aggregate Floor Area-\$50.00, 2500-7500-\$60.00, 7501-15,000-\$80.00, 15,001 or over \$120.00

Alterations-\$50.00 Signs-\$50.00

2. Review the attached *Site Plan Checklist*. The Housing and Building Commissioner will review the checklist and will notify the applicant if more information is required. If a variance is required, indicate so on the checklist and provide the code reference, if possible. The Village of Newburgh Heights *Planning and Zoning Code* can be found online at:
<http://whdrane.conwaygreene.com/NXT/gateway.dll?f=templates&fn=default.htm&vid=whdrane:OHNewburghhts>. If a hard copy of the code is required, the Housing and Building Department can provide copies for \$2.00 per page.

*Variances will have to be approved by the Board of Zoning Appeals.
The Housing and Building Department can assist with this process.

3. Provide Nine (9) copies for members of the Planning Commission at time of application of all preliminary plans, the *Site Plan Checklist*, and other documents or plans to be considered by the commission.
4. Be sure to bring your own copies of your application and supporting materials to the meeting.
5. The application must be signed and dated by the applicant.

Once application for the Planning Commission is submitted, the Housing and Building Commissioner will notify the applicant regarding the meeting date, time and location.