

City of Brook Park
Planning Commission
Instruction Sheet for Appellants

PROCEDURE REQUIREMENTS:

PLANNING DEPARTMENT:

The Planning Commission's regular scheduled meetings are held the first Monday of the month at 7:30 p.m.

Meetings are held in the Brook Park Council Chambers at 6161 Engle Road.

SUBMISSION REQUIREMENTS:

A filing fee of Fifty Dollars (\$50.00) shall accompany all applications.

All applications shall contain a concise description of the specific request and all pertinent information must be submitted with the application. All applicants must submit ten (10) copies of blueprints, plans, legal descriptions, drawings and/or exhibits.

SUBMISSION DEADLINE:

All applications shall be in writing and filed with the Secretary of the Planning Commission for placement on the meeting agenda at least ten (10) working days prior to meeting date by the appellant.

All hearings on applications before the Planning Commission shall be public hearings and all appellants will be notified of the time, date and place of the hearing.

Failure of the appellant to appear at the scheduled hearing may result in dismissal of the application.

PLANNING DEPARTMENT CONTACT:

Name & Title	Phone #	Fax #
Mitzi Anderson Secretary, Planning Commission	216-433-1300 ext. 245	216-433-4117

REQUEST FOR HEARING
BROOK PARK PLANNING COMMISSION
(PLEASE PRINT OR TYPE)

1. Request submitted by: _____ Date _____

2. Address: _____ Phone _____

3. Agent, if any (Name): _____

4. Firm Name: _____

5. Address: _____ Phone _____

6. Permanent Parcel No.: _____

7. Reasons for Hearing: _____

8. All pertinent information regarding the above must be submitted with this request. All requests other than residential must submit 10 copies of plans, blueprints, drawings, and/or exhibits.

FOR OFFICIAL USE ONLY

Fee received (\$50.00)

Comments, if any, by City Engineer, or other Official:

Principal has supplied all pertinent information. _____

Principal, or his agent, has been requested to attend hearing _____

Signature: _____ Date _____
City Engineer

Signature: _____ Date _____
Building Commissioner