Guidelines for Residential Building Projects in the Village of Bratenahl
Preface

The Planning Commission, the Architectural Design and Review Board, the Building Department and the Administration serving the Village of Bratenahl, Ohio has put this Guideline booklet together for the use of present and future residents of this village, so that the experience of undertaking a large building project or remodeling project in this community can be orderly, organized and hopefully a memorable one, from your initial contact with village officials to the day you occupy and/or complete your particular project.

The purpose of the Guide is to help you understand the procedural process, identify your project type and define the types and quantities of drawings required to be submitted to the Planning Commission and the Architectural Design and Review Board, through the Building Department, in order to obtain a building permit in the Village of Bratenahl, Ohio.

A word about the value of having well prepared documents when undertaking a project. Providing the documents explained in this booklet will help in two ways:

1. All parties associated with the project (owner, contractor, city official, etc.) will have the same common point of reference when directing questions or making judgments concerning particulars with the proposed project;

2. Increase the chance of being able to implement your plan, both from a budget and time standpoint, primarily because the more accurately you describe your project to others, the better chance you have of achieving the goals you have set forth for this project.

Remember, the village is trying to work with you toward the successful completion of your project by stating what will be required of you when you propose to undertake projects in the Village of Bratenahl.

Information regarding the complete Building and Zoning Code requirements and specific information is available from the Building Department upon request.
BRATENAHL VILLAGE PLANNING COMMISSION APPLICATION

Date____________

Applicant’s Name___________________________________________________________________________

Property Address______________________________________________________________

Applicant’s Address________________________________                           Phone No.____________________________

City_______________________________________ State___________________    Zip_______________

Property Owner (if other than Applicant)______________________________________________________

Property Owner’s Address (if different)____________________________   Phone No.___________________

City_______________________________________ State___________________    Zip_______________

Zoning District (R1, R2, R3, R4, R-LF, O, NC)__________  Present Use____________

Proposed Use______________________________________________________________________________

CHECK INFORMATION ACCOMPANYING THIS APPLICATION

__Preliminary Conference: Please refer to the appropriate page for required information needed
__Preliminary Approval: Please refer to the appropriate page for required information needed.
__Final Approval: Please refer to the appropriate page for required information needed.

CHECK SPECIFIC ACTION REQUIRED

__Preliminary Conference
__Preliminary Approval: see below
__Final Approval: see below
__Conditional Use Permit (requires public hearing)
__Planned Residential Development
__Major/Minor Subdivision
__Single Family Dwelling (new construction or addition)
__Amendment to Zoning Map or Ordinance
__Improvement of Public Land
__Other:___________________________________________________________________________________

Preliminary Approval                      Final Approval

__Development Plan Review                        __Development Plan Review
__Planned Residential Development                   __Planned Residential Development
__Major/Minor Subdivision                           __Major/Minor Subdivision

To the best of my knowledge, the foregoing statements in this application are true and correct.

Signature___________________________________________________Date____________________
To the best of my knowledge, the foregoing statements in this application are true and correct.

Signature ____________________________ Date _______________
GENERAL INFORMATION
1. Applicant must present proof of control at application time.
2. Six sets of copies of all documents are required at time of application.
   Twelve copies are required if the request is a Planned Residential Development.
3. The applicants purchase a copy of the zoning code or a copy of the related section
   at the time of application.
4. Payment of appropriate fees for the project is required.
5. Deadline for complete applications to be received is two weeks before the date
   of the appropriate meeting in order to be on the next agenda.
6. The owner or authorized agent must be present at PC meetings in order to have action taken
   on the request.

PROCEDURE:
1. File a complete application, pay required fee and receive a receipt with the clerk for the Planning
   Commission Office, Village Hall, 411 Bratenahl Road. The deadline is two weeks prior to the
   meeting (usually a Wednesday) by 12:00 PM. Incomplete applications will not be accepted. All
   development projects must go through processes outlined below.

   Preliminary Conference Requirements: (OPTIONAL)
   Please refer to section in this packet pertaining to your request: Planned Residential Development,
   Major/Minor Subdivision, Single Family Dwelling or a Development and Plan Review.

   Preliminary Approval Requirements:
   Please refer to section in this packet pertaining to your request: Planned Residential Development,
   Major/Minor Subdivision, or Single Family Dwelling or a Development and Plan Review.

   Final Approval Request Requirements:
   Please refer to section in this packet pertaining to your request: Planned Residential Development,
   Major/Minor Subdivision, or Single Family Dwelling or a Development and Plan Review.

2. The complete information shall be forwarded by the Planning Commission to the Village Planner,
   Village Engineer, Village Solicitor, the Architectural and Design Review Board or other
   administrative departments as required for review. The Architectural and Design Review Board
   reviews elevations, architectural drawings and landscape drawings. Following their review, the
   applicant is placed on the agenda of the next Planning Commission meeting.

3. Public Hearing/Public Notice: The Planning Commission calls for a Public Hearing, if it is deemed
   necessary as required by the code. A Public Hearing will be set, and public notice will be sent to
   affected property owners and to the applicant. Public Hearing notices will also appear on all public
   information boards.

4. Public Meeting: All requests will be heard at the regular meeting of the Planning Commission. The
   applicant will present the request to the Commission. The Commission may grant the request,
   deny the request, or continue its consideration of the request.

5. Council Approval: Council approval is required for some actions. Staff will notify you of the date
   Council will consider the request.

6. Building Department: The applicant shall contact the Building Department to apply for all building
   permits. Approval by the Building Department does not imply approval of plans by the Planning
   Commission or of Council.
Guidelines for Residential Building Projects in the Village of Bratenahl

BRATENAHL PLANNING COMMISSION AND
ARCHITECTURAL DESIGN AND REVIEW BOARD
SUBMISSION CHECKLIST FOR DEVELOPMENT PLAN REVIEW FOR STANDARD
DISTRICTS (R-LF, R-1, R-2, R-3, R-4, O, NC

See Chapter 1153/1155.02b of Zoning Code

<table>
<thead>
<tr>
<th>Date of Review</th>
<th>Date of Review</th>
<th>Date of Review</th>
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</thead>
<tbody>
<tr>
<td>Application Deadlines</td>
<td>ADRB Meeting Dates</td>
<td>PC Meeting Dates</td>
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<tr>
<td>12:00 PM</td>
<td>5:00 PM</td>
<td>5:30 PM</td>
</tr>
<tr>
<td>Two Weeks Before Meeting</td>
<td>Second (2nd) Tuesday of Every Month</td>
<td>Fourth (4th) Wednesday of Every Month</td>
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<tr>
<td>At Village Hall</td>
<td>At Village Hall Council Chambers</td>
<td>At Village Hall Council Chambers</td>
</tr>
</tbody>
</table>

Applicant needs to submit the following information two (2) weeks before the date of the ADRB and/or Planning Commission meeting:

<table>
<thead>
<tr>
<th>Preliminary Conference Requirements: (OPTIONAL)</th>
<th>Preliminary Approval Submission Requirements: (including but not limited to the following)</th>
<th>Final Approval Submission Requirements: (include but not limited to the following)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Statement of concept</td>
<td>A. Statement of concept</td>
<td>A. Statement of concept</td>
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<tr>
<td>B. Complete application</td>
<td>B. Complete application</td>
<td>B. Complete application</td>
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<tr>
<td>C. Proof of ownership</td>
<td>C. Proof of ownership</td>
<td>C. Proof of ownership</td>
</tr>
<tr>
<td>D. Site plan</td>
<td>D. Twelve (12) sets of documents for project type</td>
<td>D. Twelve (12) sets of documents for project type</td>
</tr>
<tr>
<td>E. Plat plan</td>
<td>E. Site plan</td>
<td>E. Site plan</td>
</tr>
<tr>
<td>F. Photographs of entire existing property, existing structures, and photos taken from the N, S, E, W side of property</td>
<td>F. Plat of development area</td>
<td>F. Plat of development area</td>
</tr>
<tr>
<td>G. Photographs of adjacent properties/structures</td>
<td>G. Elevations (architectural drawings)</td>
<td>G. Elevations (architectural drawings)</td>
</tr>
<tr>
<td></td>
<td>H. Existing tree placement map</td>
<td>H. Existing tree placement map</td>
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<tr>
<td></td>
<td>I. Photographs</td>
<td>I. Photographs</td>
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<td></td>
<td>J. Landscape plan (trees to be saved and new plantings)</td>
<td>J. Landscape plan (trees to be saved and new plantings)</td>
</tr>
<tr>
<td></td>
<td>K. Engineer/TOPO drawings (3 copies)</td>
<td>K. Engineer/TOPO drawings (3 copies)</td>
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<tr>
<td></td>
<td>L. Structural/construction drawings</td>
<td>L. Structural/construction drawings</td>
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<tr>
<td></td>
<td>M. Samples of materials to be used</td>
<td>M. Samples of materials to be used</td>
</tr>
<tr>
<td></td>
<td>N. Receipt of fees paid</td>
<td>N. Receipt of fees paid and bond</td>
</tr>
</tbody>
</table>

Applications may be submitted at the Bratenahl Village Hall, Department of Planning, 411 Bratenahl Road, Bratenahl, OH, between the hours of 8:00 AM and 12:00 PM weekdays. For information contact the Building Department Clerk, at 216-681-3706. Meetings are held in Village Council Chambers at Bratenahl Village Hall. Architectural Design and Review Board meets at 5:00 PM. Planning Commission meets at 5:30PM. Someone capable of presenting and discussing your application must be in attendance. Schedule is subject to change. Contact the Department of Planning at 216-681-3706 to confirm due dates and meetings.
BRATENAHL PLANNING COMMISSION AND
ARCHITECTURAL DESIGN AND REVIEW BOARD
SUBMISSION CHECKLIST FOR MAJOR/MINOR SUBDIVISIONS

See Chapter 1133.02/1133.04 of Zoning Code

Date of Review
Application Deadlines 12:00 PM
Two Weeks Before Meeting
At Village Hall

Date of Review
ADRB Meeting Dates 5:00 PM
Second (2nd) Tuesday of Every Month
At Village Hall Council Chambers

Date of Review
PC Meeting Dates 5:30 PM
Fourth (4th) Wednesday of Every Month
At Village Hall Council Chambers

Applicant needs to submit the following information two (2) weeks before the date of the ADRB
and/or Planning Commission meeting:

Preliminary Conference
Requirements:
(OPTIONAL)
A. Statement of concept
B. Complete application
C. Proof of ownership
D. Site plan
E. Plat plan
F. Photographs of entire existing
property, existing structures, and
photos taken from the N, S, E,
W side of property
G. Photographs of adjacent
properties/structures

Preliminary Approval Submission
Requirements:
(including but not limited to the following)
A. Statement of concept
B. Complete application
C. Proof of ownership
D. Six (6) sets of documents
for project type
E. Site plan
F. Plat of development area
G. Existing tree placement map
H. Street Map
I. Lot lines
J. Public land
K. Protective covenants
L. Vicinity map
M. Property line map
N. Utility map
O. Engineer/TOPO drawings (3 copies)
P. Titles and certifications
Q. Receipt of fees paid

Final Approval Submission
Requirements:
(include but not limited to the following)
A. Statement of concept
B. Complete application
C. Proof of ownership
D. Six (6) sets of documents
for project type
E. Site plan
F. Plat of development area
G. Existing tree placement map
H. Street Map
I. Lot lines
J. Public land
K. Protective covenants
L. Vicinity map
M. Property line map
N. Utility map
O. Engineer/TOPO drawings (3 copies)
P. Titles and certifications
Q. Receipt of fees paid and bond

Applications may be submitted at the Bratenahl Village Hall, Department of Planning,
411 Bratenahl Road, Bratenahl, OH, between the hours of 8:00 AM and 12:00 PM weekdays.
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Meetings are held in Village Council Chambers at Bratenahl Village Hall.
Architectural Design and Review Board meets at 5:00 PM. Planning Commission meets at 5:30PM.
Someone capable of presenting and discussing your application must be in attendance.
Schedule is subject to change. Contact the Department of Planning at 216-681-3706 to
confirm due dates and meetings.
Guidelines for Residential Building Projects in the Village of Bratenahl

BRATENAHL PLANNING COMMISSION AND ARCHITECTURAL DESIGN AND REVIEW BOARD
SUBMISSION CHECKLIST FOR PLANNED RESIDENTIAL DEVELOPMENTS

See Chapter 1162/1164 of Zoning Code

Date of Review
Application Deadlines 12:00 PM
Two Weeks Before Meeting
At Village Hall

Date of Review
ADRB Meeting Dates 5:00 PM
Second (2nd) Tuesday of Every Month
At Village Hall Council Chambers

Date of Review
PC Meeting Dates 5:30 PM
Fourth (4th) Wednesday of Every Month
At Village Hall Council Chambers

Applicant needs to submit the following information two (2) weeks before the date of the ADRB and/or Planning Commission meeting:

Preliminary Conference Requirements:
(OPTIONAL)

A. Statement of concept
B. Complete application
C. Proof of ownership
D. Site plan
E. Plat plan
F. Photographs of entire existing property, existing structures, and photos taken from the N, S, E, W side of property
G. Photographs of adjacent properties/structures

Preliminary Approval Submission Requirements:
(including but not limited to the following)

A. Statement of concept
B. Complete application
C. Proof of ownership
D. Twelve (12) sets of documents for project type
E. Site plan
F. Plat of development area
G. Elevations (architectural drawings)
H. Existing tree placement map
I. Photographs
J. Landscape plan
  (trees to be saved and new plantings)
K. Engineer/TOPO drawings (3 copies)
L. Structural/construction drawings
M. Receipt of fees paid

Final Approval Submission Requirements:
(include but not limited to the following)

A. Statement of concept
B. Complete application
C. Proof of ownership
D. Twelve (12) sets of documents for project type
E. Site plan
F. Plat of development area
G. Elevations (architectural drawings)
H. Existing tree placement map
I. Photographs
J. Landscape plan
  (trees to be saved and new plantings)
K. Engineer/TOPO drawings (3 copies)
L. Structural/construction drawings
M. Receipt of fees paid and bond
N. All amendments to approval of PRD final plan are subject to council review

Applications may be submitted at the Bratenahl Village Hall, Department of Planning, 411 Bratenahl Road, Bratenahl, OH, between the hours of 8:00 AM and 12:00 PM weekdays. For information contact the Building Department Clerk, at 216-681-3706.
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BRATENAHL PLANNING COMMISSION AND
ARCHITECTURAL DESIGN AND REVIEW BOARD
SUBMISSION CHECKLIST FOR SINGLE FAMILY DWELLINGS

See Chapter 1154 of Zoning Code

Date of Review
Application Deadlines 12:00 PM
Two Weeks Before Meeting
At Village Hall

Date of Review
ADRB Meeting Dates 5:00 PM
Second (2nd) Tuesday of Every Month
At Village Hall Council Chambers

Date of Review
PC Meeting Dates 5:30 PM
Fourth (4th) Wednesday of Every Month
At Village Hall Council Chambers

Applicant needs to submit the following information two (2) weeks before the date of the ADRB and/or Planning Commission meeting:

Preliminary Conference Requirements:
(OPTIONAL)

A. Statement of concept
B. Complete application
C. Proof of ownership
D. Site plan
E. Plat of area to be developed
F. Photographs of entire existing property, existing structures, and photos taken from the N, S, E, W side of property

Final Approval Submission Requirements:
(include but not limited to the following)

A. Statement of concept
B. Complete application
C. Proof of ownership
D. Six (6) sets of documents for project type
E. Site plan
F. Plat of development area
G. Elevations (architectural drawings)
H. Existing tree placement map
I. Photographs
J. Landscape plan
   (trees to be saved and new plantings)
K. Engineer/TOPO drawings (3 copies)
L. Structural/construction drawings
M. Receipt of fees paid

Applications may be submitted at the Bratenahl Village Hall, Department of Planning, 411 Bratenahl Road, Bratenahl, OH, between the hours of 8:00 AM and 12:00 PM weekdays. For information contact the Building Department Clerk, at 216-681-3706.

Meetings are held in Village Council Chambers at Bratenahl Village Hall. Architectural Design and Review Board meets at 5:00 PM. Planning Commission meets at 5:30PM. Someone capable of presenting and discussing your application must be in attendance. Schedule is subject to change. Contact the Department of Planning at 216-681-3706 to confirm due dates and meetings.
<table>
<thead>
<tr>
<th>Type of Improvement</th>
<th>Planning Commission and Architectural &amp; Design Review Board</th>
<th>Architectural &amp; Design Review Board</th>
<th>Commissioner of Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction of single-family dwelling</td>
<td></td>
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<tr>
<td>Adding or expanding decks greater than 30 inches in height</td>
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<tr>
<td>Enclosing porches</td>
<td></td>
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<tr>
<td>First floor additions</td>
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<tr>
<td>New or expanded garage</td>
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<tr>
<td>New or expanded accessory buildings greater than 240 square feet in area (other than garages)</td>
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<tr>
<td>Permanent swimming pools</td>
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<tr>
<td>Adding bay windows</td>
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<tr>
<td>Adding dormers</td>
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<tr>
<td>Modifying the roof pitch</td>
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<tr>
<td>New chimney or chimney additions</td>
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<tr>
<td>Adding play or garden equipment/structures more than 8 ft. high</td>
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<tr>
<td>Adding storage sheds, greenhouses and other accessory building more than 40 square feet in area, up to 240 square feet</td>
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<tr>
<td>Adding gazebos more than 8 ft. high</td>
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<tr>
<td>Replacing or adding gutters and down spouts</td>
<td></td>
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<tr>
<td>Replacing or adding louvers and vents</td>
<td></td>
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<tr>
<td>Replacing or adding shutters</td>
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<td></td>
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<tr>
<td>Replacing or adding skylights</td>
<td></td>
<td></td>
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<tr>
<td>Adding new door openings or modifying the size of existing openings</td>
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<tr>
<td>Replacing roof covering with different materials</td>
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<tr>
<td>Modifying the siding or other exterior material (from one material to another)</td>
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<tr>
<td>Replacing windows that modify the design or type of window, adding windows or modifying the size of existing windows</td>
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<tr>
<td>Adding or expanding decks up to 30 inches in height</td>
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</tbody>
</table>
BRATENAHLE FENCE SUBMISSION CHECKLIST
APPLIES ONLY TO SINGLE FAMILY DWELLINGS IN RESIDENTIAL DISTRICTS

See Chapter 1171 of Zoning Code

Date of Review
ADRB Meeting Dates 5:00 PM
Second (2nd) Tuesday of Every Month
At Village Hall Council Chambers

Applicant needs to submit the following information to the Building Department:

<table>
<thead>
<tr>
<th>Approval Submission Requirements:</th>
<th>Architectural Design and Review Board Review:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(include but not limited to the following)</td>
<td>A. Occurs if submission does not comply with regulations</td>
</tr>
<tr>
<td>A. Statement of concept</td>
<td>B. When objection is made by appropriate property owners</td>
</tr>
<tr>
<td>B. Complete application</td>
<td></td>
</tr>
<tr>
<td>C. Evidence of notification of property owners</td>
<td></td>
</tr>
<tr>
<td>D. Site Plan</td>
<td></td>
</tr>
<tr>
<td>E. Photographs</td>
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Schedule is subject to change. Contact the Building Department at 216-681-3706 to confirm
due dates and meetings.
Guidelines for Residential Building Projects in the Village of Bratenahl

Consultant to Bratenahl Planning Commission

Village Engineer
Seymour D. Weiss
Seymour D. Weiss & Associates, Inc
5380 Naiman Parkway
Solon, OH 44139
440-349-3405 FAX
Contact: Seymour Weiss
Bill Driemiller

Village Solicitor (Law Director)
Stephen M. O’Brien
Taft, Stettinius & Hollister LLP
3500 BP Tower
200 Public Square
Cleveland, OH 44114-2302
216-241-3141
216-241-3707 FAX
Contact: Steve O’Brien

Village Planner
David B. Hartt
DB Hartt Incorporated
1382 West 9th Street
Cleveland, OH 44113
216-696-0400
Contact: David Hartt

Architectural Design and Review Board

Chairperson, Full Member
Richard Bauschard, AIA
WTW Architects
1501 Euclid Avenue
Suite 900
Cleveland, OH 44115
216-575-1959
216-575-0158 FAX

Full Member
Stephen Buccheri, AIA
Buccheri Architects
2026 Murray Hill
Cleveland, OH 44106
216-421-9000

Full Member
James McKnight, ASLA
The Caxton Building
812 Huron Road SE
Cleveland, OH 44115
216-771-1800
216-771-1801 FAX

Alternate Member
James R. Neville, AIA
Christian & Klopper Architects
3750 Warrensville Center Road
Shaker Heights, OH 44122
216-283-1300
216-283-4551 FAX

Alternate Member
Judy McGlinchey, AIA
WTW Architects
1501 Euclid Avenue
Suite 900
Cleveland, OH 44115
216-575-1959
216-575-0158 FAX

Alternate Member
Doug Nemeckay, ASLA
539 Washington Street
Chagrin Falls, OH 44022
440-247-4434

Mayor
John Licastro
Village Hall
216-681-4266

Village Clerk
Natalie Swintek
Village Hall
216-681-4266

Building Commissioner
Fred Fritts
Village Hall
216-681-3706

Council Members
Mary Beckenbach
Charles Bednar
David Dornback
Helen Moss
Donna Bloom-Schwartz
Lynne Woodman

Planning Commission Members
Vikki Broer, Chairperson
Dave Dornback, Council Rep.
Mary Beckenbach
John Licastro, Mayor
Duke Young
216-851-5611
216-268-2234
216-761-1108
216-681-4266
216-347-2440 H
216-861-4891 W
<table>
<thead>
<tr>
<th>STATUS</th>
<th>DATE RECEIVED</th>
<th>ACTION/COMMENTS</th>
</tr>
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<tbody>
<tr>
<td>Preliminary Conference</td>
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<tr>
<td>Preliminary Approval</td>
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<tr>
<td>Final Approval</td>
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<tr>
<td>Planning Commission</td>
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<tr>
<td>ADRB</td>
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<tr>
<td>Village Planner</td>
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<td>Village Engineer</td>
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<tr>
<td>Building Inspector</td>
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<td>Board of Zoning Appeals</td>
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<td>Work Session Review</td>
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<td>Other Reviews(Police/Fire/etc.)</td>
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<td>Public Hearing Held</td>
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<td>Other</td>
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<tr>
<td>Report/Referral to Council</td>
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<tr>
<td>Council Action/Report</td>
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<tr>
<td>Final Plat Approval</td>
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<tr>
<td>Building Permit(s) Issued</td>
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<td></td>
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<tr>
<td>Occupancy Permit(s) Issued</td>
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<tr>
<td>Additional Comments:</td>
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<td></td>
</tr>
</tbody>
</table>

Additional Comments: