

Development Review Procedure – Site Plan Review

Per Section 1224 of the City of Green’s Land Development Code, any development activity in the City will be regulated through these Development Review Procedures. (Note: A Pre-application conference is requested prior to any application submissions). Below is the step-by-step process that the City uses to review all new construction.

1. Application, Fee Submission, Preliminary Site Plan & Initial Review

- Applications can be found at www.cityofgreen.org/site-plan-review
- The owner of the property, or the owner’s authorized agent, is required to sign the application, which shall bind all decisions, and related conditions of approval, to the owner of the property.
- An application for review will not be processed or determined to be complete until the established fee has been paid. Please see the enclosed *Comprehensive Fee Schedule* for further details.
- A preliminary site plan must be prepared and submitted with the application and appropriate fee.

**Within ten (10) days of receipt of the completed application, the Planning Department staff shall review the submissions and advise the applicant of any amendments, deficiencies, or additional information needed in preparation of the final site plan.*

2. Final Site Plan Submission

Upon receiving comments from the Planning Department on the preliminary site plan, the applicant shall prepare a final site plan for review by the Design Review Board (DRB) when applicable or the Planning & Zoning Commission.

- *4 copies of the site plan shall be submitted to the Planning Department 30 days prior to the scheduled Design Review Board/ Planning & Zoning Commission meeting.*

3. Design Review Board Review & Recommendation

**DRB meets the first Wednesday of every month at 8:30 a.m. in the City of Green Council Chambers.*

For site plans that require DRB review, the Design Review Board will review the application and make either a favorable or unfavorable recommendation, with or without conditions. The Board may also elect to table the item for further review. The DRB will then communicate its action to the Planning & Zoning Commission.

4. Planning & Zoning Commission Review, & Decision

**PZC meets the third Wednesday of the month at 6:00 p.m. in the City of Green Council Chambers*

Once the DRB has taken action, the Planning Department shall review the final site plan and make a recommendation to the PZC to approve, conditionally approve or deny the application or recommend a continuance for further review.

The Planning & Zoning Commission will review the application, taking into account the Staff’s recommendation, and make a decision relative to the final site plan.

- *Approval constitutes authorization to proceed with an application for required zoning permits and construction in compliance with the approved site plan.*

5. Pre-Construction Meeting

No earthmoving, clearing or grading activities shall commence until a pre-construction meeting has been held with City of Green Staff, or if required, the Summit Soil & Water Conservation District. Contact the Planning Department at (330)896-6614 to schedule a time for the pre-construction meeting.

***Please note: A Land Disturbance Permit may be required if area to be disturbed is greater than 1 acre.*

6. Board of Zoning Appeals

In some cases a variance may be required due to a part of the Final Site Plan not meeting code requirements. The Zoning Division shall process the variance request upon its denial of a zoning permit. You can find the BZA application at www.cityofgreen.org or contact the Zoning Division at (330)896-6605 to get an application and discuss the variance process.

*** The City of Green's planning process typically takes around 45 to 60 days to complete. Once you've received Planning Department approvals you are required to obtain zoning and building permits for your project. Contacting these entities early will help keep your project moving!*

Summit County Department of Building Standards
1030 E. Tallmadge Avenue
Akron, Ohio
(330)630-7280

City of Green- Zoning Division
1755 Town Park Blvd.
Green, Ohio
(330)896-6605