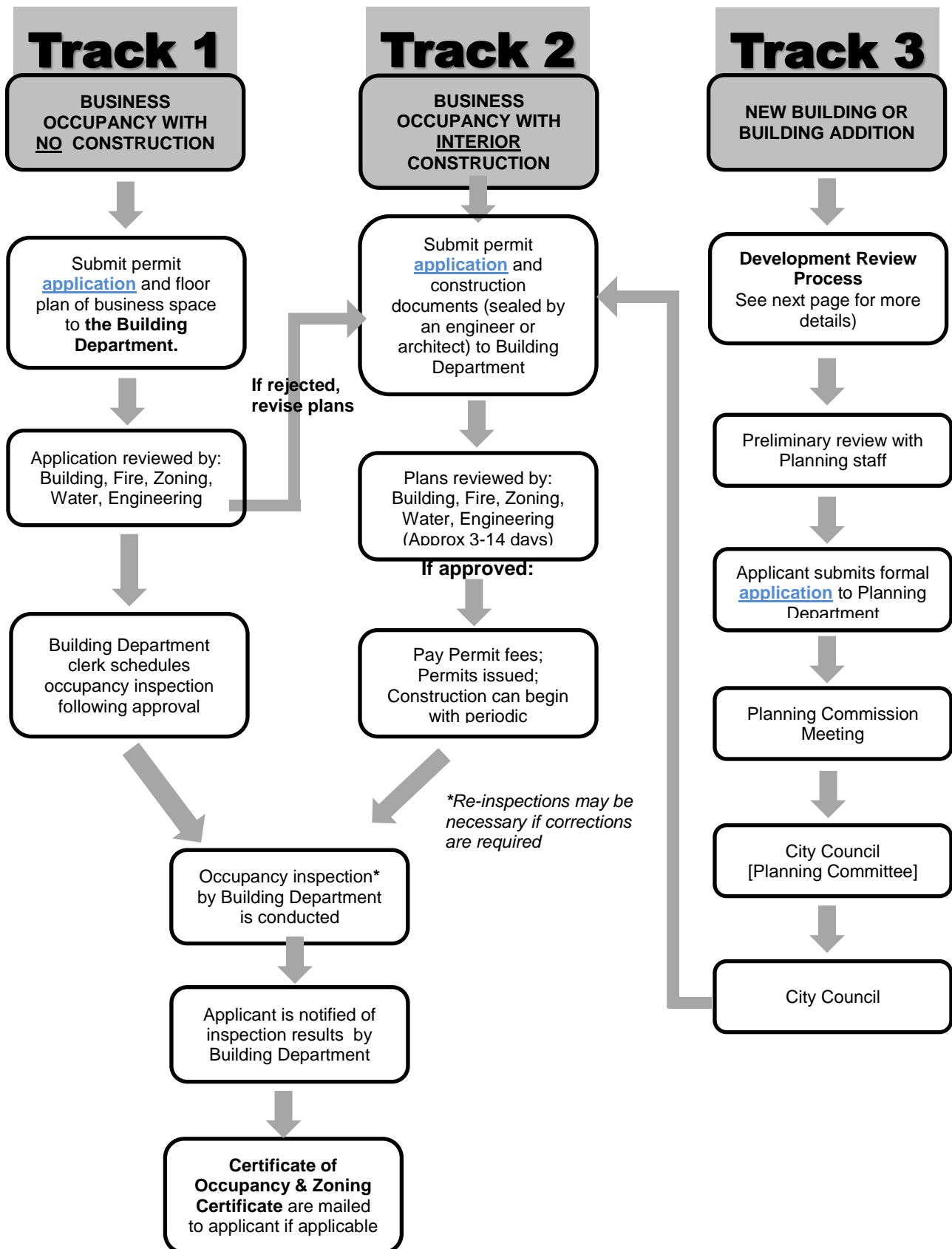


Commercial Building Permit Process



City of Stow - Planning & Development Review Process

	MEETING	MEETING DATES	PURPOSE/RESULT OF MEETING	INFORMATION REQUIRED	PARTICIPANTS	CONTACTS
1	STAFF REVIEW	As needed	Preliminary plans reviewed; feedback given; zoning code requirements explained; significant issues identified; review process explained	Preliminary site plans; building elevations; preliminary stormwater management plans	<ul style="list-style-type: none"> ▪ Applicant ▪ Applicant's representatives (i.e. engineer/architect) ▪ Planning, Engineering, Fire & Building Department staff 	Rob Kurtz Pam Daerr , Secretary [330] 689-2819
2	PLANNING COMMISSION	2 nd & 4 th Tuesdays 6:00 p.m. (may be subject to change)	Plan reviewed and formal action taken include: <ul style="list-style-type: none"> ▪ Recommend for approval (with conditions) ▪ Recommend for denial ▪ Item tabled for further study to allow applicant to resolve an issue 	Detailed site plans showing subject and adjacent property lines, buildings, parking, landscaping, stormwater management features, lighting plans, building elevations, digital file of site plan (e-mailed to sgibbons@stow.oh.us)	<ul style="list-style-type: none"> ▪ Applicant ▪ Applicant's representatives (i.e. engineer/architect) ▪ Planning staff ▪ Planning Commission 	Rob Kurtz Pam Daerr , Secretary [330] 689-2819
3	CITY COUNCIL [PLANNING COMMITTEE]	Prior to Council meetings or as scheduled	Plan and legislation reviewed and formal action taken include: <ul style="list-style-type: none"> ▪ Recommend to forward to full Council ▪ Amendments to proposed legislation ▪ Item tabled for further study to allow applicant to resolve an issue 	No additional information required	<ul style="list-style-type: none"> ▪ Applicant ▪ Applicant's representatives (i.e. engineer/architect) ▪ Planning staff ▪ City Council 	Rob Kurtz [330] 689-2819 Bonnie Emahiser [330] 689-2850
4	CITY COUNCIL	2 nd & 4 th Thursdays 8:00 p.m.	Authorizing legislation reviewed and formal action taken include: <ul style="list-style-type: none"> ▪ Read legislation ▪ Approve legislation with or without amendments ▪ Deny legislation ▪ Hold or Table 	No additional information required	<ul style="list-style-type: none"> ▪ City Council ▪ Staff ▪ Applicant or representative (typically not required) 	Bonnie Emahiser [330] 689-2850

City of Stow - Planning & Development Review Process, Continued

5	COUNCIL LEGISLATION	<p>Applicant must sign approved legislation prior to obtaining a building permit. Legislation is available in the Council office after the Council meeting. Arrangements can be made for the legislation to be sent to the applicant.</p>	<p>Bonnie Emahiser [330] 689-2850</p>
6	ENGINEERING & BUILDING	<p>After receiving Council approval, the applicant proceeds to the Engineering & Building Department. The following information will be required:</p> <ul style="list-style-type: none"> ▪ Building Permit Application (Stow Building Dept.) ▪ 4 Sets of construction drawings ▪ 5 sets of Topographical Survey (Site Plans including stormwater management plans) ▪ House Number Slip - Can be obtained from the Stow Engineering Department [330] 689-2714 ▪ Water Permit - Can be obtained from the Stow Engineering Department [330] 689-2716 ▪ Sewer Permit - Can be obtained from Summit County Department of Environmental Services (D.O.E.S) [330] 926-2409 	<p>Sheila Rayman Asst. City Engineer [330] 689-2719</p> <p>Bud Carey Plans Examiner [330] 689-2720</p>
7	ZONING & LANDSCAPING	<p>Prior to the issuance of a building permit:</p> <ul style="list-style-type: none"> ▪ Zoning - The building and parking locations must be staked prior to the issuance of the building permit. Zoning Department will inspect in the field to ensure consistency with the approved plans. ▪ Landscaping - City Arborist reviews plans to ensure they comply with the approval. Bond must be posted equal to the amount of the approved landscaping plans. 	<p>Rob Kurtz Zoning Compliance [330] 689-2703</p> <p>Sue Mottl City Arborist [330] 608-1697</p>