



City of Macedonia
The Crossroads of Northeast Ohio
9691 Valley View Road • Macedonia, Ohio 44056
(330) 468-8360 • FAX (330) 468-8396

Building/Engineering/Zoning/Planning Department

PLANNING COMMISSION
REQUIREMENTS and MEETING DATES

1. [Macedonia Planning Commission Application](#) and fee.
2. When applying for a hearing, please furnish **THREE** sets of sketches, maps, drawings, descriptions, or photographs of the property in question.
3. **THREE** copies of site plans are required and are to be **FOLDED**, not rolled. Rolled plans will not be accepted; 11x17 is preferred for Planning Commission review only.
4. An electric copy must be submitted to sroganish@macedonia.oh.us.
5. If new construction is involved, a lighting and landscape plan should be prepared and submitted. The signage plan should be prepared and submitted separately.
6. Submittal by the due date does not guarantee a place on the agenda for the next meeting. The Building Commissioner determines the meeting date after reviewing the plans submitted.
7. The applicant will be emailed or contacted by phone with additional fees that may be required.
8. The applicant will be notified by email of the meeting date and the agenda will be attached.
9. The applicant may receive emailed memos with comments from the City Planner, City Engineer, City Architectural Advisor, and the City Fire Inspector. These documents will be reviewed and discussed at the meeting.
10. Attendance at the meeting is not required, but highly recommended. This is the opportunity to answer any questions that the Planning Commission might have.
11. Permit fees are not included in Planning Commission fees and will be determined only after approval.

Please submit application, plans, and payment to:

Macedonia Building Department

9691 Valley View Road

Macedonia, Ohio 44056



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**APPLICATION FOR HEARING BEFORE THE
MACEDONIA PLANNING COMMISSION**

ALL PLANS FOR SUBMITTAL MUST BE FOLDED. NO ROLLED PLANS WILL BE ACCEPTED.

DATE OF APPLICATION: _____

LOCATION OF PROPERTY INVOLVED: _____

NATURE OF REQUEST: _____

APPLICANT NAME & PHONE: _____

APPLICANT ADDRESS: _____

APPLICANT EMAIL ADDRESS: _____

APPLICANT SIGNATURE: _____

NOTES:

MEETING DATE: _____ **FILING FEE** _____ **ESCROW REQUIRED** _____

Deadline for submitting applications is 21 DAYS prior to meeting date. When applying for a hearing, please furnish THREE sets of sketches, maps, drawings, descriptions, or photographs of the property in question. THREE copies of the site plan are required. **PLANS MUST BE FOLDED, NOT ROLLED.** No rolled plans will be accepted. 11x17 is acceptable for Planning Commission review only. If new construction is involved, a landscape and signage plan should be prepared. This application is for the purpose of scheduling and planning the time of the Macedonia Planning Commission. It is the Commission's desire to serve each applicant with a minimum of delay.

PLEASE NOTE: PERMIT FEES ARE NOT INCLUDED IN THE FILING FEE. ADDITIONAL FEES MAY BE REQUIRED.

The Macedonia Planning Commission meets on the 3rd Monday of each month.

Make checks payable to:
City of Macedonia

Please submit plans to:
Macedonia Building Department
9691 Valley View Rd.
Macedonia, OH 44056

PLANNING COMMISSION
2025

2025 MEETING DATES

DEADLINE FOR SUBMITTALS

January 13, 2025	*	December 20, 2024
February 10, 2025	*	January 17, 2025
March 17, 2025		February 21, 2025
April 21, 2025		March 28, 2025
May 19, 2025		April 25, 2025
June 16, 2025		May 23, 2025
July 21, 2025		June 27, 2025
August 18, 2025		July 25, 2025
September 15, 2025		August 22, 2025
October 20, 2025		September 26, 2025
November 17, 2025		October 24, 2025
December 15, 2025		November 21, 2025

All applications, plans, and fees must be submitted by the deadline. No exceptions.

*All sets must include:

3 copies of 11x17 plans

An application with Planning Commission payment

Contact information and emails of those to be notified of the meeting or any changes

**Please submit applications and plans to:*

Macedonia Building Department

9691 Valley View Road

Macedonia, Ohio 44056