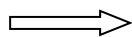


Toledo City Plan Commission Application Requirements

Type of Request	Submitted To:	Required Material	Fee	Submission Date
Zone Change	Plan Commissions	<ol style="list-style-type: none"> 1. Petition – filled out completely 2. Letter of Intent 3. Legal description on flash drive or emailed – MS Word format <p>*Site plan may be submitted as additional material but is not required</p>	\$600	45 Days prior to the Plan Commission Hearing
Special Use Permit and Planned Unit Development	Plan Commissions	<ol style="list-style-type: none"> 1. Petition – filled out completely 2. Letter of Intent 3. Legal description on flash drive or emailed – MS Word format 4. 5 copies of the site plan 5. 3 copies of the elevation drawings 6. 3 copies of the landscaping plan 7. Reduction 	\$600	45 Days prior to the Plan Commission Hearing
Major Site Plan Review	Plan Commissions	<ol style="list-style-type: none"> 1. Application with parcel number 2. 5 copies of the site plan 3. 3 copies of the elevation drawings 4. 3 copies of the landscaping plan 5. Reduction 	\$500	45 Days prior to the Plan Commission Hearing
Minor Site Plan Review	Plan Commissions	<ol style="list-style-type: none"> 1. Letter of Intent 2. 5 copies of the site plan 3. 3 copies of the elevation drawings 4. 3 copies of the landscaping plan 	\$300	Administratively Reviewed
Downtown Overlay District Review	Plan Commissions	<ol style="list-style-type: none"> 1. Application with parcel number 2. Letter of Intent 3. 5 copies of the site plan 4. 3 copies of the elevation drawings 5. 3 copies of the landscaping plan 6. Reduction 	\$100	45 Days prior to the Plan Commission Hearing
Maumee Riverfront Reviews	Plan Commissions	<ol style="list-style-type: none"> 1. Application with parcel number 2. Letter of Intent 3. 5 copies of the site plan 4. 3 copies of the elevation drawings 5. 3 copies of the landscaping plan 6. Reduction 	\$100	45 Days prior to the Plan Commission Hearing
Lot Split	Plan Commissions	<ol style="list-style-type: none"> 1. Application – filled out completely 2. Legal description of parcel to be split 3. Survey drawing 	\$150	

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Type of Request	Submitted To:	Required Material	Fee	Submission Date
Institutional Campus Master Plan Review	Plan Commissions	<ol style="list-style-type: none"> Petition – filled out completely Letter of Intent Legal description on flash drive or emailed – MS Word format Requirements of TMC Part Eleven – Planning & Zoning Code Chapter 1111.1300 5 copies of the site plan 3 copies of the elevation drawings 3 copies of the landscaping plan Reduction 	\$500	45 Days prior to the Plan Commission Hearing
Preliminary Plat (Residential)	Plan Commissions	<ol style="list-style-type: none"> Application – filled out completely 15 copies of the preliminary drawing containing required information. (<i>See Toledo Subdivision Rules and Regulations</i>) Reduction 	No Fee (City Only)	Minimum 30 Days prior to the Plan Commission Hearing
Preliminary Plat (Commercial)	Plan Commissions	<ol style="list-style-type: none"> Application – filled out completely 15 copies of the preliminary drawing containing required information. (<i>See Toledo Subdivision Rules and Regulations</i>) Reduction 	\$600 + \$25 per lot, maximum \$3,000	Minimum 30 Days prior to the Plan Commission Hearing
Final Plat (Residential)	Plan Commissions	<ol style="list-style-type: none"> Application – filled out completely 15 copies of the final plat containing required information (<i>See Toledo Subdivision Rules and Regulations</i>) Original plat document signed by the subdivider with notary and seal and the professional surveyor with seal 	\$150 (City Only)	Minimum 14 Days prior to the Plan Commission Hearing
Final Plat (Commercial)	Plan Commissions	<ol style="list-style-type: none"> Application – filled out completely 15 copies of the final plat containing required information (<i>See Toledo Subdivision Rules and Regulations</i>) Original plat document signed by the subdivider with notary and seal and the professional surveyor with seal 	\$250	Minimum 14 Days prior to the Plan Commission Hearing

Letter of Intent: includes information that describes the project in complete detail.

Reduction: 8½”x11” or 11”x17” copy of elevation, site plan, landscape plan, or plat drawing as applicable

******* Applications not having ALL of the supporting documentation shall be considered incomplete and will not be accepted. Applicant is required to submit a correct legal description, address and parcel numbers. Legal description must be correct for the case to proceed.**