



## Conditional Zoning Certificate Application Submittal Requirements

*No application will be accepted for review by the City of Medina without the submission of all of the following items, unless any such items are determined to be unnecessary or not applicable to the application by the Community Development Director*

1. A completed application form.
2. The required **\$300** application fee.
3. One (1) hard copy and one (1) electronic copy in a common format (PDF, Word, etc.) of all applicable items below.
4. A written narrative providing a detailed description of the proposed use and project.
5. If a Site Plan application is required for the project, a Site Plan application shall be submitted with the Conditional Zoning Certificate application for concurrent review by the Planning Commission.
6. If a Site Plan application is **NOT** required for the project, a plot plan, or development plan of the entire property being considered, drawn to a reasonable scale, shall be submitted showing:
  - The location of all abutting streets;
  - The location of all existing and proposed structures;
  - The types of buildings, including their uses; and
  - The acreage or area involved for proposed uses, including that for parking and open space.
7. When new buildings, additions or alterations to existing buildings are proposed, a separate plan sheet or sheets, drawn to a legible scale including exterior architectural plans. Plans shall include exterior building elevations of all sides buildings, notation of all exterior materials, and the height and width of buildings.
8. When no new buildings, additions or alterations to existing buildings are proposed, photographs of all sides of the existing buildings.
9. When the proposed use is located within a building, a general floor plan of such building.
10. Any other information needed for the review of the application as deemed necessary by the Community Development Director.