

## 2016 SCHEDULE OF MEETINGS AND SUBMISSION DATES

Submission Dates 1:00 p.m.	Meeting Dates 8:00 a.m.
Monday December 28, 2015	Monday January 4, 2016
Monday January 11, 2016	Tuesday January 19, 2016
Monday January 25, 2016	Monday February 1, 2016
Monday February 8, 2016	Tuesday February 16, 2016
Monday February 29, 2016	Monday March 7, 2016
Monday March 14, 2016	Monday March 21, 2016
Monday March 28, 2016	Monday April 4, 2016
Monday April 11, 2016	Monday April 18, 2016
Monday April 25, 2016	Monday May 2, 2016
Monday May 9, 2016	Monday May 16, 2016
Tuesday May 31, 2016	Monday June 6, 2016
Monday June 13, 2016	Monday June 20, 2016
Monday June 27, 2016	Tuesday July 5, 2016
Monday July 11, 2016	Monday July 18, 2016
Monday July 25, 2016	Monday August 1, 2016
Monday August 8, 2016	Monday August 15, 2016
Monday August 29, 2016	Tuesday September 6, 2016
Monday September 12, 2016	Monday September 19, 2016
Monday September 26, 2016	Tuesday October 4, 2016
Tuesday October 11, 2016	Monday October 17, 2016
Monday October 31, 2016	Monday November 7, 2016
Monday November 14, 2016	Monday November 21, 2016
Monday November 28, 2016	Monday December 5, 2016
Monday December 12, 2016	Monday December 19, 2016

Submissions may be delivered to the Department of Planning and Development, Shaker Heights City Hall, 3400 Lee Road, during normal working hours, 8:30 a.m. to 5:00 p.m. weekdays but no later than the deadlines indicated above. **All submissions must be complete at the time of submission.** It is the responsibility of the applicant to be familiar with the submission requirements of the Board. At the time a submission is made, the applicant will be assessed a fee and will complete an application form.

Meetings are normally held on the first and third Monday of each month, with the exceptions as noted above. Meetings are held in City Council Chambers at Shaker Heights City Hall starting at 8:00 a.m. **Someone capable of presenting and discussing your request must be in attendance.** The Board will not consider cases in which a representative is not in attendance. *The schedule is subject to change.* Contact the Planning Department at (216) 491-1430 to confirm deadline dates and meeting dates.

### ALL DRAWINGS MUST BE DRAWN TO A MEASURABLE SCALE

Commonly 1/4" = 1' (site plan 1" = 20')

To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216/491/1440 or Ohio Relay Service at 711 or 1-800-750-0750.