

2016 SCHEDULE OF MEETINGS AND SUBMISSION DATES

Submission Dates 1:00 p.m.	Meeting Dates 8:00 a.m.
<i>Tuesday</i> December 27, 2016	<i>Tuesday</i> January 3, 2017
Monday January 9, 2017	<i>Tuesday</i> January 17, 2017
Monday January 30, 2017	Monday February 6, 2017
Monday February 13, 2017	<i>Tuesday</i> February 21, 2017
Monday February 27, 2017	Monday March 6, 2017
Monday March 13, 2017	Monday March 20, 2017
Monday March 27, 2017	Monday April 3, 2017
Monday April 10, 2017	Monday April 17, 2017
Monday April 24, 2017	Monday May 1, 2017
Monday May 8, 2017	Monday May 15, 2017
<i>Tuesday</i> May 30, 2017	Monday June 5, 2017
Monday June 12, 2017	Monday June 19, 2017
Monday June 26, 2017	Wednesday July 5, 2017
Monday July 10, 2017	Monday July 17, 2017
Monday July 31, 2017	Monday August 7, 2017
Monday August 14, 2017	Monday August 21, 2017
Monday August 28, 2017	<i>Tuesday</i> September 5, 2017
Monday September 11, 2017	Monday September 18, 2017
Monday September 25, 2017	Monday October 2, 2017
<i>Tuesday</i> October 10, 2017	Monday October 16, 2017
Monday October 30, 2017	Monday November 6, 2017
Monday November 13, 2017	Monday November 20, 2017
Monday November 27, 2017	Monday December 4, 2017
Monday December 11, 2017	Monday December 18, 2017

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.