

**Pre-Application Meeting Purpose:**

The City of Solon looks forward to working with you on your project. In accordance with Chapter 1290 of the City of Solon Zoning Code and to streamline the process, the first step is a Pre-Application Meeting. This meeting is for new or modified commercial, office, industrial, multi-family residential project and single family residential subdivisions. A Pre-Application meeting may also be necessary for a change of use and interior modifications, especially in the Industrial sector. Pre-Application meetings are typically not needed for new or modified single family homes.

At this meeting, the applicant provides an overview of the project and learns about the City’s review and approval process. Representatives from Planning, Building, Engineering, Fire, Economic Development and Water Reclamation may attend the meeting. At the meeting, the applicant starts by providing an overview of the project. The Solon team will provide feedback and let you know if any further information is needed. After all materials have been submitted and reviewed by staff, you will be ready to submit your formal application.

***To make the meeting as productive as possible, please fill out this form and attach your plans. Professional plans are preferred but sketch drawings will work at this initial phase.*** The City will review the materials and reach out to you to schedule a meeting.

**Type of Meeting Preferred:**

- Zoom                       In-Person at City Hall & Zoom Hybrid

**Project Name:**

**Project Location:**

*Please include the address and parcel numbers, when possible.*

**Brief Description of the Project:**

*Please attach site plans, drawings and other supporting information with the completed form.*

**Type of Use:**

- Existing  
 New

Please describe the new use.

What was the prior use?

If this is a new use, please also complete a [Land Use Compliance Certificate Application](#).

**Preliminary Comments or Questions for the Solon Team:**

*Solon Team: Planning, Engineering, Building, Economic Development, Fire, and Water Reclamation.*

*\* Based on the information provided, some departments may elect not to attend the meeting.*

**Main Contact for the Project:**

|              |  |
|--------------|--|
| Name         |  |
| Representing |  |
| Role         |  |
| Email        |  |
| Phone Number |  |

**Additional Attendees from the Project Team**

|              |  |
|--------------|--|
| Name         |  |
| Representing |  |
| Role         |  |
| Email        |  |
| Phone Number |  |

|              |  |
|--------------|--|
| Name         |  |
| Representing |  |
| Role         |  |
| Email        |  |
| Phone Number |  |

Site plans, drawings and other supporting information are attached.

If you have any additional questions prior to the meeting, please call Solon Planning Department at 440-349-6327.