

Come Together & Thrive!

south  euclid

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A GUIDE TO OPENING A BUSINESS

in the City of

south  euclid



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The City of South Euclid, Ohio: Who We Are

Born from the quarries that built Greater Cleveland’s first sidewalks and streets, the City of South Euclid has grown into a vibrant, safe and diverse community of over 22,000 proud residents and businesses. Our historic city resides in a central location of the dense Cleveland Metropolitan Area of Northeast Ohio. Quick access to freeways will take you to downtown Cleveland, or out to the countryside, all within 20 minutes. This means that no matter what business you may have, direct and convenient access to customers, suppliers and trading partners are within your reach! Below are just a few of the benefits you can expect when joining our proud community of businesses in the City of South Euclid:

Benefits to Owning a Business in South Euclid:

- business-friendly laws and regulations
- ease of commute
- safety for employees
- close proximity to suppliers and buyers
- supporting and complementary businesses
- business incentive programs
- large and diverse local labor market

We know you have many choices in deciding where your business calls home. This is why our city’s Economic Development Team has adopted the motto:

“You will never be treated better than you are in South Euclid.”

In keeping with this motto, our Economic Development Team is ready to work with you through every step of the process, from initial site selection and preparation, to opening day and beyond. We hope you will see the advantages of choosing South Euclid, Ohio.





Our City at a Glance

Total Population: 22,167

Area: 4.65 square miles

Population density: 4,694 people per square mile

Median Family Income: \$72,340

Median Household Income: \$53,256

Average age: 38.6

Education: 96% High school graduation rate,
37.9% Bachelor's degree or higher

Location: 20 minutes from downtown Cleveland
and all five major interstates.

Did You Know?

- According to the Greater Cleveland Neighborhood Livability Ratings Report, the City of South Euclid was **ranked 2nd most livable city in Greater Cleveland!**
- Surrounded by six major universities and colleges, the City of South Euclid **ranks 3rd in Greater Cleveland for access to higher education.**
- South Euclid is not only within a few miles of University Circle, we're also located only a few miles from the rolling countryside. **Our city ranks #1 in park and countryside access!**
- **Our city is pedestrian friendly as we ranked 10th out of the 114 largest cities in Ohio for walkability,** and since we are only 20 minutes from downtown Cleveland and all five major interstates, your business will be highly accessible to a vast customer base!
- You'll have **peace of mind** when it comes to the safety of your employees and protection of your property. **South Euclid is proud to remain in the top ten safest communities of Greater Cleveland.**

Ratings taken from 2011 independent study. To view full report please visit, www.cityofsoutheuclid.com

Along with a diverse range of 300 businesses,
South Euclid is proud to be the home of these prominent
companies and organizations:

Notre Dame College

AeroControlex Group

The Rochling Glastic Corporation

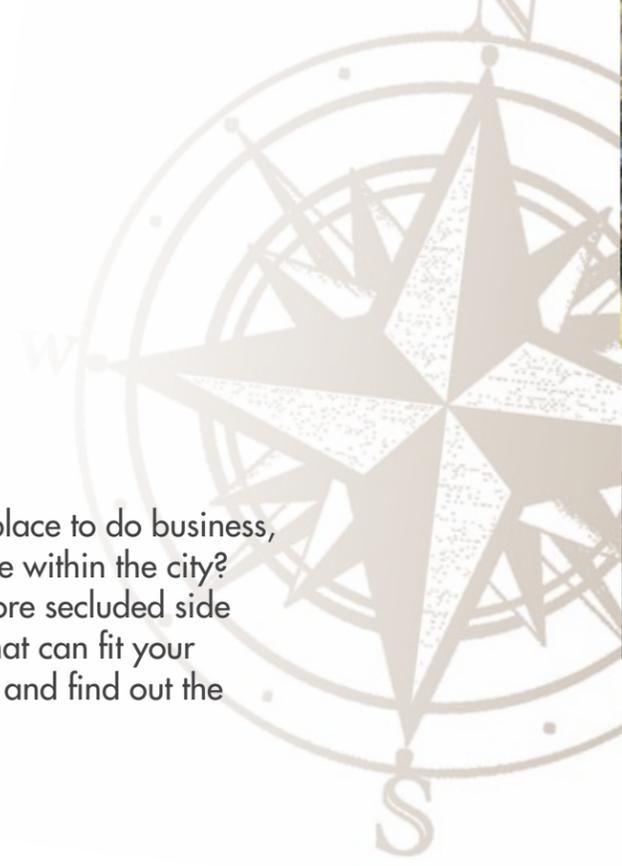
Gent Machine Company

University Suburban Health Center

Cedars on the Green Pediatric Health Center

Mayfield Collision... and many more

Join Us Today!



CHOOSING THE Right Location FOR YOUR BUSINESS

So you've decided that South Euclid would be a great place to do business, but perhaps you're still unsure of exactly where to locate within the city? From the hustle and bustle of our main roads, to our more secluded side streets, our city offers a variety of parcels and spaces that can fit your needs. Contact our Economic Development Team today and find out the best location for your business!

For additional inquiries, or to take a tour of our unique and diverse business districts, please contact Michael Love at (216) 691-4205, mlove@seuclid.com. For a list of currently available parcels and spaces, please visit www.cityofsoutheuclid.com and click on the "Future Businesses" section.

Retail Spaces

It is no secret that the location of your retail business is highly important when it comes to visibility and direct customer access. South Euclid offers everything from land that is ideal for redevelopment, to fully prepared "white box" spaces. The newly built Cedar Center and Oakwood Commons shopping plazas are well-suited to accommodate large restaurants, big box stores, small boutiques and all things in-between.

Perhaps you are looking for a more time-honored location for your small business? Consider locating your store or shop to the reinvigorated May/Green downtown business district, where over 40,000 commuters travel each day! We invite you to tour all of these unique and diverse districts within South Euclid to decide which will make the best fit for your business.

- SOUTH EUCLID BUSINESS DISTRICTS:**
- May/Green
 - Mayfield Corridor
 - Cedar/Green
 - Cedar Center
 - Oakwood Commons
 - Warrensville Center Corridor
 - Monticello/Green

Commercial Office Spaces

The City of South Euclid offers a diverse selection of commercial properties which can accommodate everything from a small single-tenant office to the headquarters of a mid-size corporation. And no matter if you're commuting from downtown Cleveland or the countryside of Ohio, our city's convenient access to freeways will allow your best and brightest to easily travel to and from work.

We welcome you to especially consider our Warrensville Center Corridor and Cedar/Green district where you will find a nice balance of main road accessibility and flowing traffic. To help your productivity, our Mayfield Road Corridor offers a variety of complementary businesses, and business suppliers, for your daily operations.

Manufacturing/Warehousing Spaces

Does your business involve production, distribution or repair? Does it require special considerations for noise or air separation? The City of South Euclid will work to find the best locations possible to fulfill the needs of your business. Our Monticello/Green business district can accommodate everything from large manufacturing operations (AeroControlex, Gent, Rochling-Glastic, etc.) to smaller machine and supply shops. Here are just a few examples of the potential business enterprises that would make a great addition to our community:

- Warehousing and storage
- Printing and publishing
- Technology businesses
- Construction/rehab/home improvement
- Specialty metal fabrication
- Food and beverage manufacturing
- Stone/ clay/ glass manufacturing
- Woodworking
- Automotive repair and services
- Creative services
- Software and related sectors

Medical and Educational Spaces

With seven major universities and two world-class medical centers in close proximity, South Euclid is proud to be a part of Northeast Ohio's burgeoning "Med/Ed" economic resurgence.

This neighborhood is also home to our Langerdale Urban Marsh - a nature preserve that offers stunning views of wildlife in a suburban setting.

Come join these exceptional organizations along our South Green Road Med/Ed Corridor:

- Notre Dame College
- University Suburban Health Center
- Cedars on the Green Pediatric Medical Center
- South Euclid-Lyndhurst Branch of the Cuyahoga County Public Library.

As you search for that perfect location, we would be happy to provide any additional information about our various neighborhoods and districts, or give you a personal tour of South Euclid.



Incentives FOR YOUR BUSINESS



You found a perfect location for your business, but perhaps the space needs renovation? Or maybe you're unsure if you can afford the start-up costs? Many business owners are often unaware of the numerous assistance and incentive programs that may be available to them. The City of South Euclid is proud to offer a variety of incentives to retain and grow our community of businesses. Listed at right are just a few examples of the ways we can work to offer your business a helping hand. For more information on any of the programs listed, contact our Economic Development Department.

ASSISTANCE AND INCENTIVE PROGRAMS (PARTIAL LIST):

Commercial & Industrial CRA Property Tax Abatement Program: The City of South Euclid, as a city-wide Community Reinvestment Area (CRA), is able to offer property tax abatement on a case-by-case basis to large-scale commercial, educational, medical, and industrial projects. In addition, the City of South Euclid partners with Cuyahoga County, the State of Ohio, and various economic development organizations to offer a series of incentive programs which benefit the business community.

Cuyahoga County Storefront Renovation Program: Improving commercial property is a great tool for attracting businesses in this difficult economic climate, as cosmetic renovations can make a world of difference. The Storefront Renovation Program offers property and business owners the opportunity to receive up to a 50% rebate (\$20,000 maximum rebate) on exterior repairs.

Cuyahoga County Western Reserve Fund: The Western Reserve Fund offers low-interest partially forgivable loans to non-retail businesses to grow and expand within the County. *Please contact the Economic Development Department to find which loan product may best fit your business.*

ECDI: The Economic and Community Development Institute (ECDI) provides low-interest loans for small businesses, especially those businesses in the retail and restaurant industries. *For more information on ECDI, visit www.ecdi.org*

SBA: The Small Business Administration (SBA) provides financial assistance in the form of loans through your preferred financial institution. *Business owners can speak directly with the SBA by contacting (216) 522-4180 or speaking with the business representative at any bank.*

JobsOhio: For large projects, the City partners with JobsOhio, the State's economic development agency in order to ensure your project is successful. JobsOhio provides capital for expansion projects to companies that have limited access to capital and funding from conventional, private sources of financing. JobsOhio will consider loans to companies that are in the growth, established or expansion stage, and that have generated revenues through a proven business plan.

Job Creation Tax Credit (State Program): A refundable tax credit to companies generally creating at least 10 new jobs (within three years) with a minimum annual payroll of \$660,000 that pay at least 175 percent of the federal minimum wage.

Energy Savings: COSE and First Energy offer various energy efficiency programs for qualified businesses.

Ohio Means Jobs: The City of South Euclid has partnered with Ohio Means Jobs (formerly Employment Connection). Ohio Means Jobs acts as a placement agency, matching potential employees with employers who best meet their skill sets. Ohio Means Jobs is also able to offer grants to employers for workforce development and training. Friendly, experienced staff members accomplish this through personalized service and expert program recommendations.

South Euclid's Development Team as a Partner:

The City's Development Team is ready to work with you through every step of the process, from initial site selection and space preparation, to opening day and beyond. For more information on incentive programs, please contact Michael Love at (216) 691-4205. For a complete list of all available incentive programs, please visit www.cityofsoutheuclid.com



Resources FOR YOUR BUSINESS



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Need advice on developing, growing or promoting your business? Maybe you're just looking to network with other influential business owners and leaders? Becoming a part of our business community entitles you to some of the region's best resources for business tools, opportunities and savings. After all, everyone could use some helpful friends!

To learn more about South Euclid and the resources available to assist your business, please contact Michael Love at (216) 691-4205, mlove@seuclid.com.

Counseling and Guidance: The Ohio Small Business Development Center (SBDC) is a free counseling service with a satellite office in the Cleveland Heights Library, providing new and existing businesses with resources to grow and succeed. The SBDC assists with the writing of business plans and also helps to determine the best approach for securing financing. Our Business Advisory Board holds meetings on a quarterly basis. Once you open a business in South Euclid, we hope you will consider becoming part of this dynamic board of business and city leaders working together to improve the future of South Euclid. For more information, please visit, https://development.ohio.gov/bs/bs_sbdc.htm.

Networking and Promotion: From sponsorship opportunities to local promotional events, our Economic Development Department will always work hard to increase the visibility of your business. The Heights-Hillcrest Regional Chamber of Commerce (HRCC), representing six cities in the Heights-Hillcrest region, encourages, facilitates and plays an active role in helping our region's businesses

network with one another. Joining the HRCC also allows business owners to join COSE (Council of Smaller Enterprises) at a deeply discounted rate and have access to all the programs COSE has to offer.

- For more information on the various resources available to your business, please visit www.hrcc.org.
- Your business will be listed in our comprehensive online directory: <http://www.cityofsoutheuclid.com/business-directory/>
- And if you hang that "help wanted" sign in your window, contact us too and we'll send the word out through our Employment Opportunities webpage: <http://www.cityofsoutheuclid.com/about-south-euclid/employment.html>
- For more information or any inquiries, please contact our Economic Development team.



We understand that turning an empty space into your ideal space can make for a daunting task. Where to even begin? Before you pick out the decor and plan the layout, we want to make sure your business space is safe to occupy. There's also a few more things that our building code may require of your business. But don't worry, we've created a step-by-step guide to help you prepare for that grand opening!

THE HOW TO GUIDE

FOR OPENING A BUSINESS IN SOUTH EUCLID



1 Contact our Building Department and let us know what kind of business you have, and any locations that you may be interested in.

- By checking with the Building Department you become immediately aware of whether the business is of a permissible use in the area you wish to locate in and whether a variance, conditional use permit, or zoning change may be required to begin operations.
- If you do not have any locations in mind, our Economic Development Department will work hard to find the best match for your business.
- For a list of currently available spaces, please visit: <http://www.cityofsoutheuclid.com/available-properties-database/index.php>
- For a link to the Planning & Zoning Code to determine where your business may best fit, visit <http://www.amlegal.com/library/oh/southeuclid.shtml> and click on Chapter 7 "Planning and Zoning Code"

2 Once the proper documentation has been obtained to show the business is permissible, submit an application for business occupancy by obtaining and completing the following forms included in your folder:

- Business Occupancy Application
- New Occupancy/Business Information for Fire Department Records
- Business Tax Registration Form

3 Return all forms and application processing payment in-person or via mail to:

City of South Euclid
Department of Building
1349 South Green Road
South Euclid, Ohio 44121
Phone: (216) 381-0400
Fax: (216) 291-4959

- You must pay a \$25.00 application processing fee upon submittal of the forms. If returning through mail, submit a check payable to the City of South Euclid with your application. If paying in person, cash and credit are also acceptable methods of payment.
- If the application forms were not provided with this document, please contact the Building Department at (216) 381-0400.

4 Once the Building Department receives your application for occupancy and use is approved, the business is inspected by both the Building Department and Fire Department for any occupational safety hazards and code violations.

- If no hazards or violations are found, a certificate of occupancy will be issued (assuming that no additional remodeling is being done on the building, if remodeling is being done refer to Section 5 below)...
- If violations or hazards are found, they must be corrected and then a re-inspection must be scheduled prior to a certificate of occupancy being issued.

- It is strongly suggested that any potential business owner get permission from the current property owner for a 3rd party inspector* to perform a comprehensive inspection of the site prior to signing a lease or purchasing the property. This reduces the chances of a business owner running into unexpected costs, delays, and helps the business owner to make the decision on a location.

**The Building Department will not conduct inspections prior to Step 4 in the application process.*

5 If you plan to remodel an existing space:

- Obtain and complete an Application for Non-Residential Plan Approval.
- Submit the application with drawings and plans from your registered design professional (architect or engineer) to our Building Department for review.
- For interior work, a deposit of \$800.00 must be submitted along with the above mentioned documents.
- For exterior work or site modifications, a deposit of \$3,000.00 must be submitted along with the above mentioned documents.
- Once reviewed and approved by the Building Department, permits are issued to begin work.
- When all permitted remodeling work has been completed, inspected and approved, a certificate of occupancy is issued by the City of South Euclid, assuming all violations and safety hazards have been corrected.

6 Architectural Review Board (ARB)

- If significant exterior alterations are being made to the building or if signage is being added, approval of the Architectural Review Board is required.
- If ARB approval is needed, please obtain and complete an ARB application form and Signage Permit form.

7 Planning Commission Review

- If construction of a building or structure is part of your plan, review and approval of your site plan is also required from the Planning Commission.
- Should you be required to obtain a conditional use permit or a zoning change in order to operate in your desired location, approval from the Planning Commission and legislation approved by City Council will be required. The Building Department will help guide you through this process should it be necessary.

8 Board of Appeals on Zoning & Building Standards (BZA)

- There may also be variances which are required to successfully operate your business. For example, a variance may be required if your business does not have the minimum number of parking spaces required by the Planning & Zoning Code. You would be offered the opportunity to appear in front of the BZA to seek a variance, or relief, from this requirement in order to operate. Once again, the Building Department will guide you through the process of applying for a variance.



COMMON MISTAKES [!]

WHEN STARTING, RELOCATING, OR REMODELING YOUR BUSINESS

We value your choice to do business in South Euclid and want to help ensure that your start-up or relocation is as easy as possible. Therefore, we want you to be aware of a few common mistakes which can cause setbacks in opening or running your business...

- **Signing a lease should be one of the last steps** in the process of starting or relocating your business. When possible, only sign a lease that is contingent upon our Building Department's approval of your space.
- **Read all documents related to your lease and contractual obligations thoroughly.** We recommend consulting a legal expert to review all contractual matters related to the rights, duties and liabilities of landowners, legal descriptions and boundaries, permitted commercial or business uses, variance permits, easements and restricted uses, recording and notice requirements, land contracts and leases.
- **Be in agreement as to who (tenant/landlord) will be responsible** for maintenance, upkeep, and possible violation corrections of the property during occupancy.
- We recommend that you **obtain consent from the current property owner for a 3rd party inspector** to perform a comprehensive interior/exterior inspection of the property prior to signing a lease.
- **All exterior store signage must be approved by the Building Department** before it can be displayed (refer to Section 6 on the ARB).
- **Once open for business should you decide to repurpose, or make any changes** to the basic functioning of your establishment, please **notify the Building Department first.**

FREQUENTLY ASKED QUESTIONS [?]

"Where is the Building Department and what are its hours of operation?"

The Building Department is located in South Euclid City Hall, 1349 South Green Road, South Euclid, Ohio 44121. Hours of operation are Monday-Friday, 8am – 3:30pm.

"What is a Certificate of Business Occupancy?"

It is a legal document issued by the Department of Building which confirms compliance with the Ohio Building Code and the City of South Euclid's Building Code. It outlines the legal use of an establishment, the occupant load, the allowable load, and any special conditions relating to the use of the establishment.

"How do I contact specific departments or personnel?"

Please refer to the "Contact Us" section on the next page.

"Do I need to register my business with the City of South Euclid every year?"

Businesses within the City of South Euclid must renew their Certificate of Business Occupancy every year. There is an annual fee of \$25.00 per renewal application.

"Can I get building permits and applications online?"

While most building permits and forms are available on the city's website, all forms can be obtained by visiting South Euclid City Hall in-person or via fax. To Request forms, please call the Building Department at (216) 381-0400.

"Am I required to register my business with the City of South Euclid?"

Yes, all businesses, with the exception of home-based businesses, within the City of South Euclid must be officially registered via Certificate of Business Occupancy.





CITY OF SOUTH EUCLID
Building Department
1349 South Green Road
South Euclid, Ohio 44121
Phone: (216) 381-0400
Fax: (216) 291-4959
<http://www.cityofsoutheuclid.com/building-housing/index.html>

CITY OF SOUTH EUCLID
Fire Department
1349 S. Green Road
South Euclid, OH 44121
216-381-1214
Fax 216-381-0656
<http://www.cityofsoutheuclid.com/fire/index.html>

CITY OF SOUTH EUCLID
Mayor's Office
1349 South Green Road
South Euclid, Ohio 44121
Phone: (216) 381-0400
Fax: (216) 381-0364
<http://www.cityofsoutheuclid.com/mayor/index.html>

CITY OF SOUTH EUCLID
Economic Development Dept.
1349 South Green Road
South Euclid, Ohio 44121
Phone: (216) 381-0400
Fax: (216) 381-0364
<http://www.cityofsoutheuclid.com/economic-development/index.html>

Contact Us

Georgine Welo
Mayor
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mayor@seuclid.com

Paul Kowalczyk
Building Commissioner
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