

Application No. _____

FAC No. _____

**HAMBDEN TOWNSHIP ZONING DEPARTMENT
APPLICATION FOR A ZONING CERTIFICATE**

The undersigned hereby applies for a zoning certificate for the following described use, said certificate to be issued by the township zoning inspector on the basis of the information contained within this application.

Name of Applicant _____

Phone No. _____

Address _____

Fax No. _____

E-mail _____

Name of Owner of Record _____

Phone No. _____

Address _____

Fax No. _____

E-mail _____

Address of Affected Lot _____

PPN# _____

- Attach documentation as to the authority to make application (e.g. deed, power of attorney, lease, or purchase agreement).
- Attach a legal description of the lot, as recorded with the Geauga County Recorder.

The zoning district in which the lot is located (Please check): Residential Commercial Mfg. Home Industrial Park

- Provide a description of the **existing** use of the lot: _____
- Provide a description of the **proposed** construction/use of the lot: _____
- Provide a copy of the driveway culvert pipe permit issued by the appropriate governmental authority, if applicable.
- Documentation shall be provided that the appropriate governmental agency has approved the sewage treatment facility to service the proposed use on the lot.
- Provide a copy of the approval letter or permit, as applicable, from the Geauga Soil and Water Conservation District concerning the storm water management and erosion control plan. The "water management and sediment control" regulations set forth in Article XVI may apply and may be required as a part of the application.
- The "riparian setback" regulations set forth in Article XV may apply and may be required as a part of the application.

Attach two (2) copies of a site plan or map, drawn to scale, with a north arrow and date showing the following information. A to scale site plan must be submitted with this application. The site plan must include property dimensions, size and location (setbacks) of all existing and proposed structures, and where applicable, septic tank and leech line locations. *When building a new residential or commercial building or structure, you must also turn in two sets of construction plans (a full set of construction plans, and a full set of construction plans on 11" X 17" paper), and official house number.

Dimensions (in feet) of all lot lines: N _____ S _____ E _____ W _____
Total Square Feet _____ Acreage _____

Name and location of the existing road(s), public and private, adjacent to the lot: _____

Number of dwelling units/house/principal structure **existing** (if any): _____

The location and dimensions (in feet) of any **existing** or **proposed** easements on the lot.

Dimensions and elevations (in feet) of all **existing** buildings or structures on the lot, if any:

Size of Structure: Width _____ Length _____ Stories _____ Height _____

Square Feet: 1st Floor _____ 2nd Floor _____ Storage Building/Shed _____ Deck _____
Covered Porch _____ Pool _____ Garage _____ (Circle: Attached or Detached)

Setbacks: From Front Property Line _____ feet From Rear Property Line _____ feet
Circle (N S E W) Circle (N S E W)

From Side Property Line _____ feet From Side Property Line _____ feet
Circle (N S E W) Circle (N S E W)

Location, setbacks, dimensions (in feet), and number of driveways and parking spaces **existing**, if any _____

Number of dwelling units/house/principal structure **proposed** for the lot: _____

Dimensions and elevations (in feet) of **proposed** buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures:

Size of Structure: Width _____ Length _____ Stories _____ Height _____

Square Feet: 1st Floor _____ 2nd Floor _____ Other _____ Garage _____
Deck _____ Covered Porch _____ Pool _____ Storage Building/Shed _____

Setbacks: From Front Property Line _____ feet From Rear Property Line _____ feet
Circle (N S E W) Circle (N S E W)

From Side Property Line _____ feet From Side Property Line _____ feet
Circle (N S E W) Circle (N S E W)

Location, setbacks, dimensions (in feet), and number of driveways and parking spaces **proposed** _____

Location and dimension (in feet) of any **proposed** easements on the lot. _____

The existing topography of the lot, at contour intervals of two (2) feet, and a final grading plan.

Location of any exterior lighting fixtures, their maximum lumens and documentation that they are, and will be installed as, full cutoff fixtures.

Location and dimensions of a fire protection pond and dry hydrant, if applicable: _____

For Commercial, Industrial, Manufactured Home Park or Park Uses:

Location, dimensions (in feet), and number of loading/unloading spaces: _____

Location and description of any existing and proposed landscaping and buffer areas on the lot: _____

Location and dimensions of any exterior display, sales, or storage areas on the lot: _____

Signs:

In addition to being noted here, ALL of the following information MUST be clearly described on two (2) copies of a drawing, site plans, and elevation drawings, drawn to scale and dated.

- Sign Type (Please check all that apply): Lighted Unlighted Pole Wall Ground Portable
 On-Premise Off-Premise One Sided Two Sided Interchangeable letters Individual Letters
- Dimensions of the lettering and/or the elements of the matter displayed (e.g. a logo): _____
- Description of wording on sign: _____
- Written authorization from the property owner is required for any off-premise sign and must be included with this application.
- Sign Dimensions (list the dimensions of each sign face requested):
 Width _____ Depth _____ Total Sq. Ft. _____ Total Height _____ (From ground level to top of sign)
 Width _____ Depth _____ Total Sq. Ft. _____ Total Height _____ (From ground level to top of sign)
- Building Width _____ Frontage of Property _____
- Setbacks: Front _____ from right-of-way Rear _____ from property line
 Side _____ from property line Side _____ from property line
- Other Signs on Property: Type _____ Size _____ Location _____

I hereby certify that all of the information supplied in this application and attachments hereto are true and correct to the best of my knowledge, information and belief.

I hereby acknowledge that I understand that the penalty for falsification is imprisonment for not more than six (6) months, or a fine of not more than one thousand dollars (\$1,000), or both.

I hereby consent to the inspection of the subject property and of any buildings or structures to be constructed thereon by the township zoning inspector during construction and within thirty (30) days from the completion of any buildings or structures.

I hereby acknowledge that I understand that if the construction or use described in the zoning certificate has not begun within twelve (12) months from the date of issuance or if construction has begun within twelve (12) months and said construction has not been completed within two (2) years from the date of issuance, said zoning certificate shall be revoked by the township zoning inspector.

I hereby acknowledge that the issuance of a zoning certificate does not relieve the property owner from having to comply with all applicable deed restrictions.

With my signature, I understand that any misrepresentation of any statement submitted with or within this application shall render the Zoning Certificate null and void and this application may be returned as incomplete if all information has not been provided.

Applicant's Signature

Print Name: _____

Date

Application No. _____

FAC No. _____

FOR OFFICIAL USE ONLY

PPN Number: _____

Application Number: _____

Name of Applicant: _____

Zoning Certificate Number: _____

Date Application Received: _____

Amount of Fee Paid: \$ _____ Cash Check No. _____ Money Order No. _____ Receipt Number: _____

Date submitted to Fiscal Officer: _____

Date of Action on Application: _____

Date Application Approved: _____

Date Zoning Certificate Issued: _____

Date Application Disapproved: _____

If Application Disapproved, Reasons for Disapproval (Cite Section Number): _____

I hereby acknowledge the receipt of this application for a zoning certificate this _____ day of _____, 20 ____.

Signature of Township Zoning Inspector

Print Name: _____

Upon the basis of the above application, the statements in which are made a part hereof, the proposed building, structure, and/or use is _____ found to be in accordance with the Hambden Township Zoning Resolution and is hereby _____ approved for the following district _____.

Other provisions or comments: _____

Additional Important Information and Telephone Numbers

Office Name	Purpose	Phone Number
Geauga County Building Department	A building permit is required for all construction in Geauga County.	1-440-279-1780
Geauga County Soil and Water	For assistance with storm water management and erosion control plans.	1-440-834-1122
Geauga County Health District	For new construction or expansion.	1-440-279-1900
Hambden Twp. Fire Rescue Department	For all commercial or industrial construction.	1-440-285-3329 (Non-emergency)
Ohio EPA (Twinsburg Office)	For assistance with obtaining applicable permits.	1-800-686-6330
Geauga County Engineer's Office	Driveway permit for culvert pipe installation for all new construction.	1-440-279-1800
Army Corp. of Engineers (Orwell Office)	For wetland delineation	1-440-437-5841
Hambden Twp. Road Department	A permit is required to enclose or fill-in a ditch within the road right-of-way.	1-440-286-4364
Ohio Utilities Protection Service	Call 48 hours before you dig for all construction	1-800-362-2764 or 8-1-1