

MEDINA TOWNSHIP ZONING PERMIT APPLICATION

CHECKLIST

www.medinatownship.com/zoning Zoning Office Hours: Mon.-Thurs. 8:30am-2:00p.m. & Friday 9:00a.m-1:00 p.m.
Phone 330-721-1997 Fax: (330) 725-2945

The following items are needed **prior** to the acceptance of a Zoning Permit Application. Please fill in ALL information on your application; missing information will delay the processing of your application.

Residential Additions, decks, pools, sheds, barns, pole barns, garage only: Only complete sections marked with *

If you have a Homeowner's Association, please include their letter of approval.

Outside of our office, please obtain:

For New Single Family & Cluster Homes: Please include the following permits from the appropriate Medina County Depts.: Address Slip, Sewer & Water Permit, Storm Water Management, Driveway and Health Dept. (where applicable) Lot Improvement. We cannot issue a zoning permit without these documents.

* A copy of a **TAX MAP** (available at the County Administration Building, 144 N. Broadway Street, or use **WEBSITE** www.medinacountyauditor.org). **Tax Map must show lot dimensions and permanent parcel number.** Commercial plans will go through the Zoning Commission and will contain all information needed.

And you will need:

* **Sketch of lot showing :**

- 1) **all existing buildings; proposed construction/alteration/improvement for this application**
- 2) **dimensions on proposed structure and on all lot lines**
- 3) **line drawn from proposed structure to each lot line showing distance from each line**
- 4) **north arrow**
- 5) **location of septic, if applicable**

* **Completed and signed application** for zoning permit. **DO NOT SEND CHECK WITH APPLICATION IF YOUR APPLICATION IS NOT COMPLETE AND FILLED OUT CORRECTLY IT WILL BE RETURNED TO YOU**

For plans granted a variance, a copy of the letter from the Secretary of the Board of Zoning Appeals.

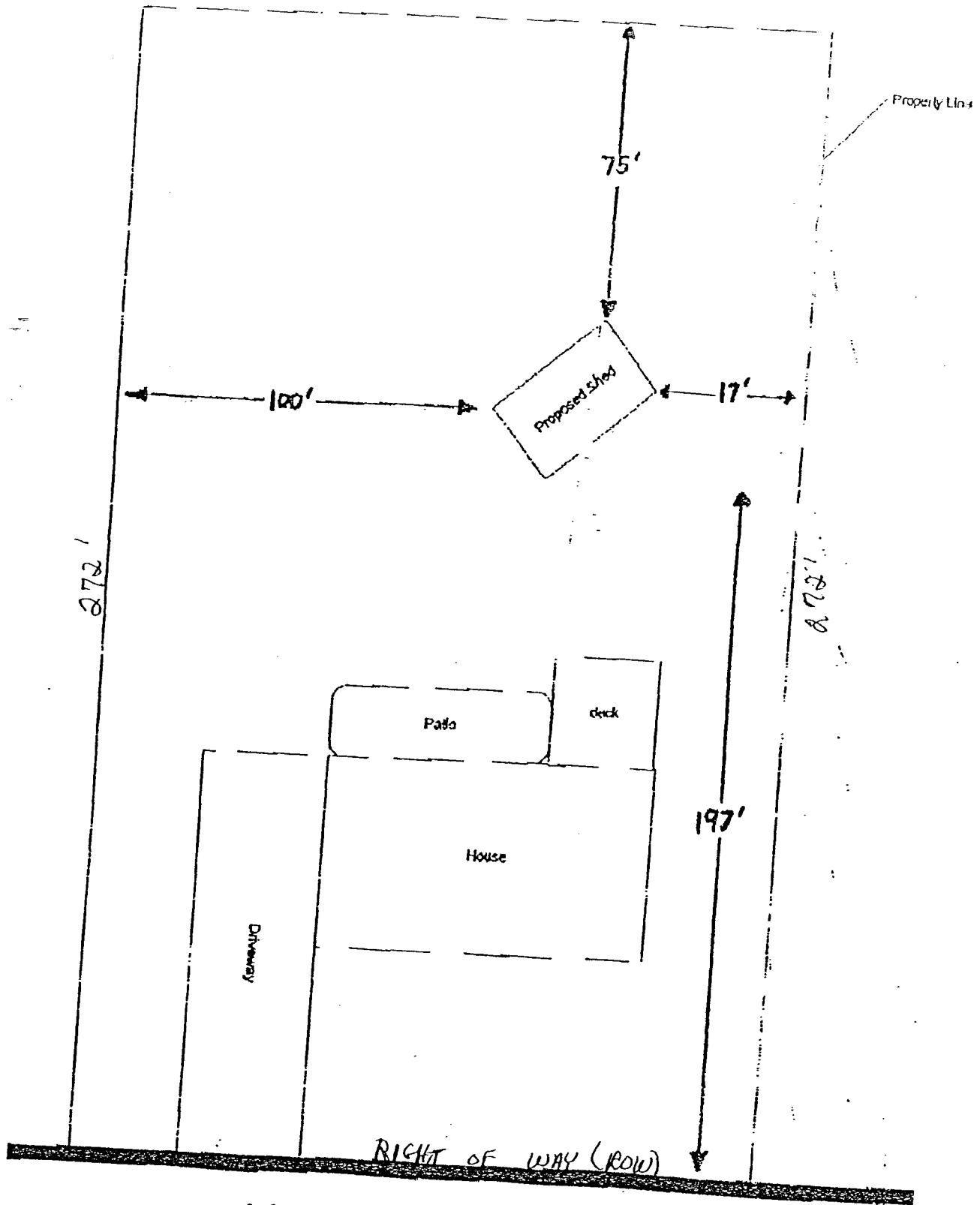
For your information:

Stake Survey: required when setbacks are questioned. Stakes must be at the farthest most exterior dimensions of the structure (or sign) **AND** the property lines at the closest points to the structure. Failure to locate stakes in their proper locations will result in permit delays. Please mark the stakes with permanent marker or flags, identifying their position/purpose. When an inspection is done, the zoning inspector will also review the property, and file, for infractions to the zoning resolution that may currently be on the property. **We have the authority to hold up the release of any permit when an outstanding violation is found.** On commercial plans, the right-of-way(s) must also be staked for both structures and signs.

The Zoning Office is a **part time office** open **8:30a.m. until 2:00 pm. Monday through Thursday** and **9:00a.m. until 1:00 p.m. on Friday**, staffed by part time personnel. Applications can be picked up/dropped off between 9a.m. and 4 p.m., Monday through Friday, or may be faxed or mailed to us. When a permit is ready for pick up **WE WILL CALL YOU TO COME IN;** your signature and a **FEE** will be required.

The Medina Township Zoning Resolution states that the Zoning Inspector has **10 BUSINESS DAYS to issue, or deny, a permit.** If all information is **COMPLETE** and **ACCURATE**, your permit will be ready sooner.

AFTER A ZONING PERMIT IS ISSUED, PLEASE GO TO THE MEDINA COUNTY BUILDING DEPARTMENT, 791 West Smith Road (330-722-9223)



1234 YOUR STREET

EXAMPLE