

# **MEDINA TOWNSHIP ZONING PERMIT APPLICATION**

## **CHECKLIST**

[www.medinatownship.com/zoning](http://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](http://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)

# MEDINA TOWNSHIP ZONING APPLICATION

Medina Township Hall, 3799 Huffinan Road, Medina, OH 44256-7916 (330) 721-1997 Fax (330) 725-2945

[www.medinatownship.com](http://www.medinatownship.com) Zoning Office Hours: Mon - Fri 9:00am-4:00pm

PLEASE FILL IN ALL INFORMATION

PLEASE PRINT CLEARLY

Ag.Ex.

<b>Property Owner:</b>		Date: / /	
Owner's Address:			
City:	Zip:	Phone:	Cell Phone:
<b>Project Address:</b>			Sublot #
Zoning Classification: <input type="checkbox"/> RR <input type="checkbox"/> SR <input type="checkbox"/> UR/NON-PUD <input type="checkbox"/> UR/PUD <input type="checkbox"/> BI <input type="checkbox"/> BG <input type="checkbox"/> BL <input type="checkbox"/> R-2			
Permanent Parcel No: 026-06 - - - - -		Business Name: (if applicable)	
Project Description:			Estimated Value: \$
Contractor's Name:			
Contractor's Address:			
City:	Zip:	Phone:	Cell:
Proposed Uses: <input type="checkbox"/> Conforming <input type="checkbox"/> Non-Conforming <input type="checkbox"/> Comm'l Change of Use <input type="checkbox"/> Single Family* <input type="checkbox"/> Detached/Cluster *			
<input type="checkbox"/> Deck <input type="checkbox"/> Residential Addn. <input type="checkbox"/> Access. Bldg/Pole Barn <input type="checkbox"/> Shed <input type="checkbox"/> Other _____			
<b>Lot Data:</b> Acres:		<b>Project Information:</b>	
Acres		No. of Floors:	
Frontage: Feet		Basement: SqFt	
Depth: Feet		First Floor: SqFt	
Pond/River/Lake/Stream <input type="checkbox"/> No <input type="checkbox"/> Existing <input type="checkbox"/> To be Built		Second Floor: SqFt	
Project Setback From: Right-of-Way Feet		Deck: SqFt	
Side Yard: N-S-E-W Side: Feet		Residential Addn. SqFt	
Side Yard: N-S-E-W Side: Feet		Access. Bldg/ Pole Barn: SqFt	
Rear Yard Lot Line: Feet		Shed SqFt	
Project: Width: Feet		Other: SqFt	
Depth: Feet		Total Sq.Ft. Sq.Ft.	
Height: Feet		\$/SF (.06) Res. X .06	
* <input type="checkbox"/> Tax Map <input type="checkbox"/> Address Slip <input type="checkbox"/> Sewer & Water Permit		\$/SF (.06) Comm'l.	
<input type="checkbox"/> Driveway Permit <input type="checkbox"/> Strm. Wtr. Mgmt. <input type="checkbox"/> Lot Improvement Plan		+ Base Fee \$	
Payment: Check payable to Medina Township Check # _____		<b>TOTAL FEE</b> \$	

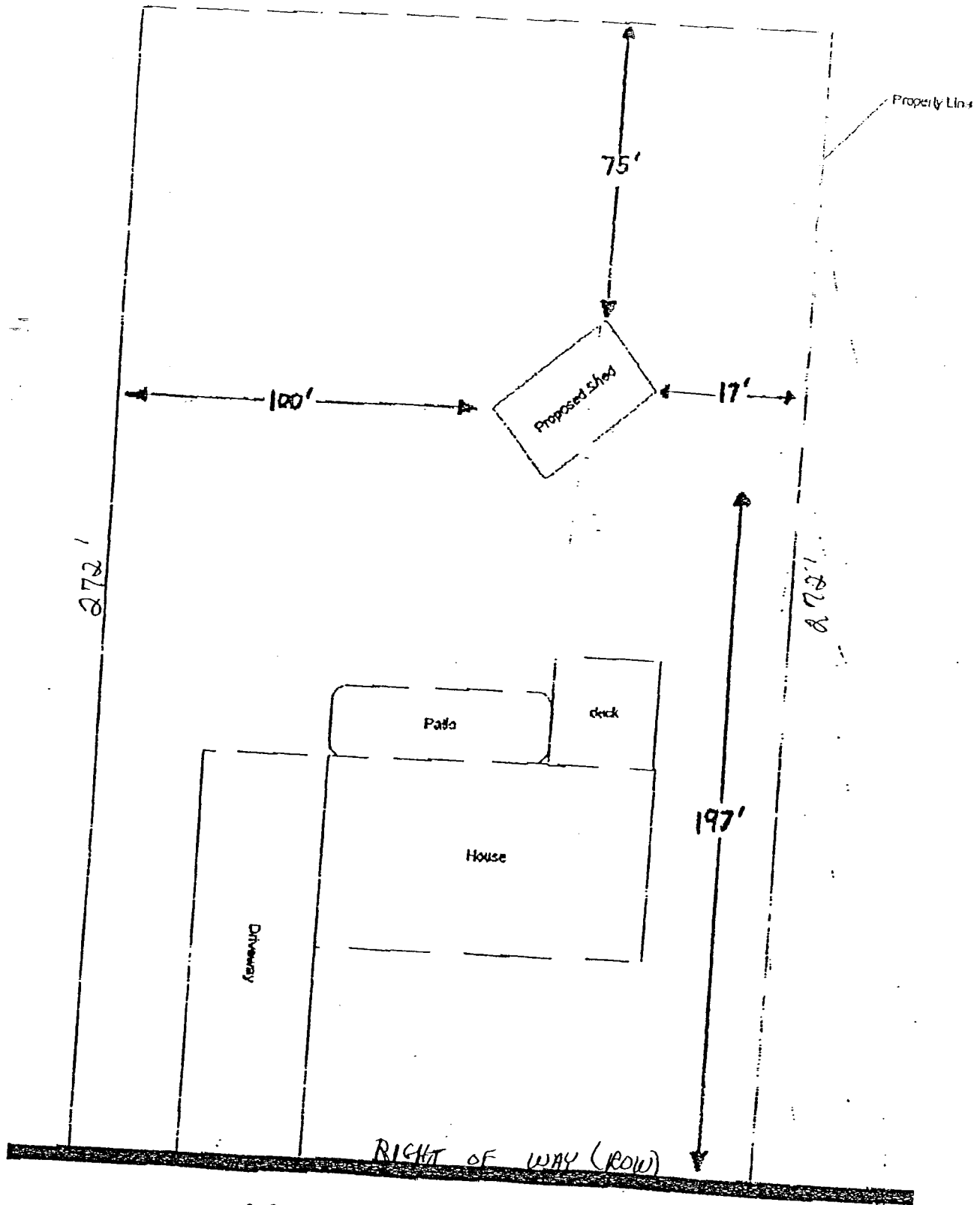
I hereby certify that the facts stated in the above application are true.		
Applicant's Signature: _____	Print Name: _____	Contact Phone #: _____
Zoning Department Use: Application Received / /	Application Ruled on: / /	
Stake Survey Comments: _____	Approved _____	
Reason for Refusal: _____	Turned Down _____	

**Residential Base Fee:**

House, House & Attached Garage, Clusters, Multi-Family = \$ 75.00 (+ \$.06 sf)  
 Shed/Access. Bldg: 143sf or less = \$25.00  
                           144sf (12x12) up to 576sf (24x24) = \$ 50.00  
 Garage/Access. Bldgs over 576sf = \$50.00 (+\$.06 sf)  
 Decks, Pools, Ponds: \$50.00

**FOR YOUR INFORMATION**

**DO NOT FILL IN FEES**



1234 YOUR STREET

EXAMPLE

## APPENDIX V

### SCHEDULE OF FEES

The fee structure outlined below was adopted January 2, 1984 and may be changed by formal resolution of the Medina Township Board of Trustees. (Current dollar amounts were changed or remained the same by resolutions on January 5, 2009, January 8, 2009, January 4, 2010, January 7, 2010 and January 2, 2014.)

**A. RESIDENTIAL**

**Residential Construction**

1.	House only or house and attached garage or condominiums	\$75.00 + \$0.06 sq. ft.
2.	All other residential construction or alteration	\$50.00 + \$0.06 sq ft
3.	Ponds, Decks, Pools & Hot Tubs	\$50.00
4.	Accessory Buildings of 143 sq. ft. or less	\$25.00
5.	Shed 144 sq. ft.-576 sq. ft. (12x12=144 sq. ft.) (24x24=576 sq. ft.)	\$50.00
6.	Garage/Accessory Buildings over 576 sq. ft.	\$50.00 + \$0.06 sq.
7.	Lot Split or Lot Combination	ft. \$50.00 each

**B. BUSINESS**

**Commercial or apartment construction or alteration**

▪	0-5,000 sq. ft. (Not to be greater than 5,000 sq. ft.)	\$ 75.00 for first 1,000 sq. ft. + \$0.06 per additional sq. ft.
▪	5,001 sq. ft.-15,000 sq. ft.	\$ 500.00
▪	15,001-50,000 sq. ft.	\$1,000.00
▪	50,001-100,000 sq. ft.	\$1,500.00
▪	100,001 sq. ft. and over	\$2,000.00
▪	Penalty for failure to obtain a zoning permit prior to construction	zoning permit fee doubled
	Temporary Construction Trailer	\$50.00 fee & \$500.00 Deposit
	(Deposit is returned when trailer is removed within 6 months. Permit renewal is required.)	

**C. FINANCIAL GUARANTEE**

A Completion Bond in the amount of 10% of the building cost with a minimum of \$1,000.00 and a maximum of \$10,000.00. Valid 6 months past the project completion date

**D. SIGNS**

**Sign construction**

1.	Less than twenty five (25) square feet total surface	\$ 75.00
2.	Twenty five (25) square feet or larger total surface	\$150.00
3.	High Rise Signs & Billboards	\$300.00
4.	Temporary Sign	\$50.00 fee & \$250.00 Deposit
	(Deposit is returned when temporary sign is removed within 14 days)	
5.	Penalty Fee for failure to obtain sign permit prior to construction, total fee will be doubled	

**E. ZONING CHANGES**

1.	Zoning Commission text or map amendment change request	\$275.00 each
2.	Zoning Board of Appeals variance request	\$275.00
3.	Site plan review by Zoning Commission	\$ 50.00
4.	Sign Review By Zoning Commission	\$ 25.00
5.	Zoning Book with Maps (hard copy)	\$ 25.00+post.
6.	Map only (hard copy)	\$ 5.00+post.

All checks to be made payable to Medina Township