

ZONING SUBMITTAL PROCESS

1. Obtain an application (Site Plan Review, Sign or Variance) from the Township Secretary or Zoning Inspector by calling the office at (330) 721-1997. All applications are found in the Medina Township Zoning Resolution which is also available at the Township Office.
2. Complete application information as outlined, and drop off or return by mail to the Township Office between 9:00-4:00 p.m. weekdays. The Township mailing address is 3799 Huffman Rd. Medina, Ohio 44256. **All applications must be received by 12:00 p.m. of the Friday deadline outlined on the Zoning Deadline Submittal document.** Site Plan and Sign Applications together only require one fee of \$50.00.
3. A formal agenda will be mailed to the applicants prior to the meeting.
4. Zoning Commission Meetings are held the third Tuesday of each month at 7:00 p.m. at the Township Hall located at 3799 Huffman at the intersection of Fenn and Huffman Rds. Zoning Board of Appeals hearings are held the third Wednesday of each month at 7:00 p.m. at the Township Hall as needed. Applicants must attend meetings. If the property owner is different from the applicant and is not going to attend the Appeals hearing, the owner must submit a letter stating the applicant is his authorized representative.
5. At the Zoning Commission meeting the applicants will be required to explain their application and answer any questions. All discussions held at this meeting will be recorded. The Zoning Commission is a recommendation board only. A motion will be made to recommend to the Township Trustees. The Commission will stamp five (5) copies of the site plans at the meeting. A "Letter of Recommendation" will be prepared for the Township Trustees and a copy sent to the applicant within seven (7) days after the meeting.
6. The applicant must contact the Township Secretary at (330) 725-5713 Monday thru Friday 9:00 a.m.-4:00 p.m. to be placed on the agenda for the next Trustee meeting. The Trustees make the final approval/denial of the application.
7. **If your application has been approved by the Trustees:** To obtain a Zoning Permit from the Zoning Inspector, the approved, stamped copy of the site plan must be accompanied by the letter of recommendation from the Zoning Commission. At this point, please contact the Fire Dept. to submit the mechanical drawings of the building. After you have a Zoning Permit you must go to the Medina County Building Dept. to obtain your necessary building permits. Please keep in mind that the Review Process for a standard site plan will take approximately 45 days if all deadlines are met and all applications and drawings are exact and complete.