



## MEDINA TOWNSHIP ZONING DEPARTMENT

Medina Township Hall • 3799 Huffman Road, Medina, OH 44256-7916 • Ph: (330) 721-1997 Fax: (330) 725-2945  
zoning@medinatownship.com • Office Hours: Mon - Fri 9:00am - 5:00pm

### ZONING SUBMITTAL PROCESS

1. Obtain an application (Site Plan Review, Sign or Variance) from the 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 9:00am-5:00pm weekdays. The Township mailing address is 3799 Huffman Road, Medina, OH 44256. **All applications must be received by 12:00pm of the Friday deadline outlined on the Zoning Deadline Submittal document.** Site Plan and Sign Applications together only required 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 7:00pm at the Township Hall located at 3799 Huffman at the intersection of Fenn and Huffman Roads. Zoning Board of Appeals hearings are held the third Wednesday of each month at 7:00pm 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 Zoning Inspector at (330) 721-1997 Monday thru Friday 9:00am-5:00pm 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 drawing are exact and complete.

# VARIANCE REQUEST

8. **If your application has been denied by the Trustees:** To make a variance request, please obtain a “Request for Variance” application.

**If your application has been denied by the Zoning Inspector:** To make an appeal of the Zoning Inspector’s decision, please obtain an [APPEAL OF THE ZONING INSPECTOR DECISION](#) and [MEDINA TOWNSHIP ZONING APPLICATION](#).

Forms may be obtained from the Medina Township website ([www.medinatownship.com](http://www.medinatownship.com)) or the Zoning Inspector.

Please submit the following :

- 1 copy of the application with your signature
- 19 copies of a scaled plot plan or sketch (commercial property must submit formal site plan)

These must be submitted by **noon** of the Friday deadline (See deadline sheet for dates) for the Zoning Board of Appeals. **NO EXCEPTIONS.**

9. A fee of \$300.00 must be submitted with the application. Make checks payable to “**Medina Township.**”
10. The Zoning Secretary will notify the applicant and surrounding property owners of the Public Hearing as required by the Ohio Revised Code. The Board of Appeals conducts Public Hearings the third Wednesday of each month at 7:00pm as required.
11. The applicant or representative must attend the Public Hearing and give sworn testimony. If the applicant is not the owner, a letter stating the applicant has been authorized to represent the owner needs to be submitted to the Board.
12. The variance, if granted, will stay with the property owner and can be used under the new ownership if the property is sold.
13. After receiving the approval/denial letter from the Zoning Secretary, the applicant must obtain the necessary Zoning Permits from the Zoning Office. Any person adversely affected by a decision of the Board of Zoning Appeals may appeal to the Court of Common Pleas on the grounds that the decision was unreasonable or unlawful.
14. For more information regarding the Board of Zoning Appeals and Commission, refer to Appendix I and II of the Zoning Resolution. All board meetings are recorded and taped and filed with the Township Office. It is recommended that all persons applying for review by the Zoning Commission or Appeals Board purchase a Zoning Resolution Book.

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**Medina Township Zoning Office**  
3799 Huffman Road  
Medina, OH 44256  
(330) 721-1997

**Medina City Fire Department**  
300 W. Reagan Parkway  
Medina, OH 44256  
(330) 725-1772

**Medina County Building Department**  
791 W. Smith Road  
Medina, OH 44256  
(330) 722-9220

**ALL INFORMATION MUST BE COMPLETE AND CORRECT OR IT WILL BE RETURNED TO YOU.**