

APPLICATION FOR NEWBURY TOWNSHIP ZONING CERTIFICATE

Incomplete applications will not be accepted

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 in this application.

APPLICATION SHALL BE COMPLETED BY THE APPLICANT (Please Print or Type)

A. Name of Applicant: _____ E-Mail _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone No: _____ Evening No: _____ Cell No: _____

B. Name of Owner of Record: _____ E-Mail _____

Address: _____ City: _____ State: _____ Zip: _____

Day Telephone No: _____ Evening No: _____ Cell No: _____

C. Address of Lot: _____ City: _____ Zip: _____

Permanent Parcel Number(s) (all affected): 23- _____

D. Attach documentation as to authority to make application (e.g. deed, contract, power of attorney, lease, or purchase agreement, if not owner) and signature of the legal owner or explanation why same cannot be obtained.

E. Attach a legal description of the lot, as recorded with the Geauga County Recorder.

F. Property presently zoned: Residential, Commercial, Industrial, Professional Office,
 Active Park, Passive Park, Other _____

G. Present Use: _____
(detailed description) _____
Since date of: _____

H. Provide a description of the proposed use of the property: Total Sq. feet of new structure _____

- | | | | |
|--|---|----------------------------------|--|
| <input type="checkbox"/> New Home Construction | <input type="checkbox"/> Garage Attached | <input type="checkbox"/> Remodel | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> New Business Construction | <input type="checkbox"/> Garage Detached | <input type="checkbox"/> Pond | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> Addition _____ | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Pool | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Porch | <input type="checkbox"/> Deck | <input type="checkbox"/> Gazebo | <input type="checkbox"/> Sign Type _____ |
| <input type="checkbox"/> Other _____ | | | <input type="checkbox"/> Billboard |

(If the proposed use is non-residential, please enclose a detailed description of the nature of the business or Use.)

I. Fill in all dimensions or requested information on the following pages.

Attach drawings per instructions in J & K.

- (1) Name of Road or Street: _____
- (2) Main Road Frontage: _____ feet
- (3) Setback from the Road Right of Way: _____ feet
- (4) Setback from the rear lot line: _____ feet
- (5) Setback from side lot lines: (specify N, S, E or W) _____ feet _____ feet
For odd shaped lots _____ feet, _____ feet, _____ feet
- (6) Depth of lot from Right of Way: _____ feet
- (7) Dimensions of Proposed Structure: Length _____ feet, Width _____ feet,
- (8) Highest Point of Building from Established Grade: _____ feet
- (9) Area of Lot: _____ Square Feet or Acres
- (10) Lot Width (at the front building line) _____ feet
- (11) Driveway Setback from side lot line in feet: _____ Drive Width _____ Drive Length _____
- (12) Square Feet of area: Residential Floor space: _____ sq. feet, Garage _____ sq. feet,
Accessory Bldg. _____ sq. feet, Basement _____ sq. feet, Other _____ sq. feet _____,
Professional Office. _____ sq. feet, Commercial _____ sq. feet, Industrial _____ sq. feet
- (13) The Knox Box location for non-residential structures. _____
- (14) Percentage of lot coverage (non-residential) _____
- (15) Number of off street parking spaces to be provided (non-residential) _____

J. Attach two (2) copies of the building plans in addition to two (2) copies of a plan or map, drawn to scale, with a north arrow showing the following information: ** SITE PLAN*

- (1) The dimensions (in feet) of all lot lines and the total acreage of the lot.
- (2) The dimensions and elevations (in feet) of all existing buildings or structures on the lot, if any.
- (3) The setback (in feet) from all lot lines of existing buildings or structures on the lot, if any.
- (4) The dimensions and elevations (in feet) of proposed buildings or structures on lot or of any addition or structural alteration to existing buildings or structures.
- (5) The total amount of square feet of floor space for each floor of proposed buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures.
- (6) The setback (in feet) from all lot lines of proposed buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures.
- (7) The height (in feet) of existing buildings or structures on the lot.
- (8) The height (in feet) of proposed buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures.
- (9) The name and location of the existing road(s), public and private adjacent to the lot.
- (10) The number of dwelling units existing and proposed for the lot, if any.
- (11) The location, dimensions (in feet), and number of parking spaces existing and proposed if any.
- (12) For non-residential uses: The location, dimensions (in feet) and number of loading/unloading spaces.
- (13) The location and dimensions (in feet) of any existing or proposed easements on the lot.
- (14) The location and description of existing and proposed landscaping and buffer areas on the lot.
- (15) The existing topography of the lot, at contour intervals of two (2) feet, and a final grading plan.
- (16) The location of any exterior lighting fixtures, their maximum lumens and document that they are, and will be installed as, full cutoff fixtures.
- (17) For commercial and industrial uses: the location and dimensions of any exterior display, sales, or storage areas on the lot.
- (18) The location and dimensions of a fire protection pond and dry hydrant, if applicable.
- (19) The location of the well and any waste water treatment system or septic system.

K. Provide the type and design of any sign(s).

(1) Attach two (2) copies of a drawing, drawn to scale and dated, showing the following information:

- a. The dimensions in feet of the sign.
- b. The area of the sign in square feet.
- c. The location of the sign on the building, structure, or property including dimensions (in feet) from the front and side lot line(s).
- d. The height (in feet) of the sign.
- e. The method of illumination, if any.
- f. The dimensions of the lettering and/or the elements of the matter displayed (e.g. a logo)

L. Provide a copy of the driveway culvert pipe permit issued by the appropriate governmental authority, if applicable.

M. Documentation shall be provided that the appropriate governmental agency has approved the sewage treatment facility to serve the proposed use on the lot.

N. Provide two (2) copies of the approval letter or permit, and the erosion control plan as applicable, from the Geauga Soil and Water Conservation District concerning the storm water management and erosion control plan per Article IV of the Newbury Zoning Resolution. (440-834-1122)

O. The Application Fee. Please make checks payable to Newbury Township.

Supplemental information may be requested as deemed necessary by the Township Zoning Inspector to insure compliance with the Newbury Zoning Resolution.

An insufficient funds fee of \$35.00 will be charged to the applicant for all returned checks.

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 (\$1000.00), 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.

Lot lines shall be marked, building site staked and the Township Zoning Inspector notified one week before breaking ground on permits involving construction and also notified upon completion of construction.

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.

Note: The Township Zoning Inspector shall approve or disapprove this application within thirty (30) days.

Applicant Name printed: _____

Applicant Signature: _____ Date: _____

Additional Important Information and Telephone Numbers

A Geauga County Building Permit is required for all construction in Geauga County. Telephone No. 440-279-1780

Gauga Soil and Water Conservation District Office. Telephone No. 440-834-1122

Gauga County Health Dept. for new construction or expansion. Telephone No. 440-279-1900

Newbury Volunteer Fire Dept. for all non-residential construction. Telephone No. 440-564-2261

Driveway Permit for culvert pipe installation for all new construction – Geauga County Engineer's Office.

Telephone No. 440-279-1800

Ohio EPA, Twinsburg Telephone No. 1-800-686-6330

Newbury Township Zoning Inspector Telephone No. 440-564-9220

NEWBURY TOWNSHIP ZONING DEPARTMENT
FOR OFFICIAL USE ONLY

APPLICATION NUMBER: _____

ZONING CERTIFICATE NUMBER: _____

ADDRESS: _____

DATE APPLICATION RECEIVED: _____

AMOUNT OF FEE PAID: \$ _____ CASH: _____ CHECK: _____ # _____

DATE OF ACTION ON APPLICATION: _____

DOCUMENTATION: BUILDING PLANS ___; SITE PLAN ___; DEED ___; EROSION PLAN ___;

OTHER _____

DATE APPLICATION APPROVED: _____

DATE ZONING CERTIFICATE ISSUED: _____

DATE APPLICATION DISAPPROVED: _____

Appeals shall be taken within twenty (20) days after the decision of the Zoning Inspector by filing a notice of appeal.

VARIANCE: _____

IF APPLICATION DISAPPROVED, REASON(S) FOR DISAPPROVAL
(Cite Section Number) ---

I hereby acknowledge the receipt of this application for a zoning certificate this

_____ day of _____ 20_____.

Signature of Zoning Inspector

Print Name