



**6701 GREENWICH ROAD  
P. O. BOX 750  
WESTFIELD CENTER, OH 44251  
330-887-5151**

**APPLICATION FOR ZONING PERMIT**

A Zoning Permit is required for all structures before they may be constructed within the Village of Westfield Center. The Zoning Inspector must approve the application and all appropriate fees must be paid before a permit will be issued. In addition, with few exceptions, all approved Zoning Permits must be then submitted to the Medina County Building Department, 791 West Smith Road, Medina, OH 44256 (330-722-9220). Please note that all projects which include a demolition phase must follow the same procedure and be submitted to the Medina County Building Department.

**APPLICANT TO COMPLETE THIS SECTION**

CONTRACTOR'S NAME: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

CONTRACTOR'S TELEPHONE NUMBER(S): \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY OWNER'S ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S TELEPHONE NUMBER(S): \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_ LOT ADDRESS: \_\_\_\_\_

\_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

DESCRIPTION OF STRUCTURE(S) (I.E. RESIDENCE, FENCE, WALL, ACCESSORY BUILDING, SHED, DECK ETC.):

\_\_\_\_\_

DIMENSIONS OF STRUCTURE(S): \_\_\_\_\_ / \_\_\_\_\_

SQUARE FOOTAGE (CALCULATED SQUARE FOOTAGE OF HABITABLE SPACE - EXCLUDE GARAGES, PORCHES,

BASE-MENTS, ETC.): \_\_\_\_\_ / \_\_\_\_\_

SQUARE FOOTAGE OF ADDITIONAL STRUCTURE(S): \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE (IF DIFFERENT THAN APPLICANT): \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE: IT IS UNLAWFUL TO CONNECT ANY STORM WATER SYSTEM TO A SANITARY SEWER.**

**To ensure that your application will not be returned as incomplete please attach the following documents:**

**Residence/Commercial Building: (2 COPIES of EACH)**

**BUILDING PLANS** – ground grade at each elevation of the building, foundation, drive way and parking area is required. The total square footage of the structure (include the square footage of each level if applicable).

**PROFESSIONAL SITE PLAN** showing **ALL** lot dimensions. The site plan must show the dimensions of the structure and include the exact location of the structure to be built, including any additional proposed accessory structure(s) such as a deck or a patio, etc. The total square footage of the structure(s) as well as the total square footage of any additional proposed structure(s). If applicable, this site plan must show the exact location of any existing structure(s) on the lot and the square footage of the existing structure(s). Also, required are the grades within the site, at least at its corners and at the corners of the structure, fences, walls and major existing or planned plantings. (Please make sure all front, side and rear setbacks are included on the site plan.) The site plan must include the parcel number and/or address. The site plan must be stamped and signed by the surveyor.

**Accessory Structure(s): (2 COPIES)**

**SITE PLAN** showing the **exact location of the proposed structure** including side and rear setbacks (and if required how far the proposed structure will be located from the primary building). The site plan must include the total square footage of the proposed structure(s) as well as any existing structure(s).

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APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
                    ZONING INSPECTOR

PERMIT EXPIRATION DATE: \_\_\_\_\_

REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
                    ZONING INSPECTOR

VARIANCE NEEDED: \_\_\_\_\_

**OFFICE USE ONLY**

**VERIFICATION OF RECEIPT OF FEES:**

SEWER CONNECTION FEE: \_\_\_\_\_ ZONING CERTIFICATE: \_\_\_\_\_

SEWER INSPECTION FEE: \_\_\_\_\_

TOTAL RECEIVED: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_

PAY-IN VOUCHER #: \_\_\_\_\_

Cc: Income Tax Department

Cc: Medina County Auditor