



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

APPLICATION FOR ZONING PERMIT

A Zoning Permit is required before the construction of any structure/building begins. The Zoning Inspector must approve the application and all appropriate fees (Exhibit V, Fee Schedule) must be paid before a permit will be issued.

APPLICANT'S NAME: _____
APPLICANT'S ADDRESS: _____
APPLICANT'S TELEPHONE NUMBER: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
PROPERTY OWNER INFORMATION (IF NOT APPLICANT):
PROPERTY OWNER'S NAME: _____
PROPERTY OWNER'S ADDRESS: _____
PROPERTY OWNER'S TELEPHONE NUMBER: _____
PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER: _____ ZONING DISTRICT: _____

DESCRIPTION OF PROPOSED STRUCTURE/BUILDING (I.E. RESIDENTIAL OR COMMERCIAL BUILDING, FENCE, DECK, ACCESSORY STRUCTURE OR BUILDING) AND THE USE:

DIMENSIONS AND SQUARE FOOTAGE OF PROPOSED STRUCTURE/BUILDING: (NOTE: PRIMARY RESIDENCE OR COMMERCIAL BUILDING - CALCULATED SQUARE FOOTAGE OF HABITABLE SPACE EXCLUDES GARAGES, PORCHES AND BASEMENTS.):

The lot and location of proposed building/structure shall be staked out on the ground before excavation or construction has started. To ensure your application will not be returned as incomplete, please attach the following documentation:

PROPOSED CONSTRUCTION OF A PRINCIPAL RESIDENCE OR COMMERCIAL BUILDING:

TWO (2) COPIES: BUILDING PLANS (NO LARGER THAN 11X17) SHOWING GROUND GRADE AT EACH ELEVATION (IF APPLICABLE) OF THE BUILDING, DRIVEWAY AND PARKING AREA. THE TOTAL SQUARE FOOTAGE OF THE PROPOSED STRUCTURE/BUILDING (INCLUDE THE SQUARE FOOTAGE OF EACH LEVEL, IF APPLICABLE).

TWO (2) COPIES: PROFESSIONAL SITE PLAN (NO LARGER THAN 11X17) DRAWN TO SCALE OF ONE INCH (1") EQUALS ONE HUNDRED FEET (100'), IDENTIFIES THE CONSTRUCTION TO TAKE PLACE AND INCLUDE ALL LOT DIMENSIONS AND SETBACKS OF THE PROPOSED STRUCTURE/BUILDING TO BE BUILT. THE SITE PLAN MUST ALSO INCLUDE ANY EXISTING BUILDING/ACCESSORY STRUCTURE AND THE DIMENSIONS, SQUARE FOOTAGE AND SETBACKS OF EACH. THE SITE PLAN MUST BE STAMPED AND SIGNED BY THE SURVEYOR.

PROPOSED CONSTRUCTION OF AN ACCESSORY STRUCTURE/BUILDING (RESIDENTIAL OR COMMERCIAL):

TWO (2) COPIES OF A BUILDING PLANS (NO LARGER THAN 11" X 17").

TWO (2) COPIES OF A SITE PLAN (NO LARGE THAN 11" X 17") WHICH IDENTIFIES THE CONSTRUCTION TO TAKE PLACE AND INCLUDE ALL LOT DIMENSIONS AND SETBACKS OF THE PROPOSED STRUCTURE/BUILDING TO BE BUILT. THE SITE PLAN MUST SHOW THE DIMENSIONS, SQUARE FOOTAGE AND SETBACKS OF ANY EXISTING ACCESSORY STRUCTURE/BUILDING.

APPROVED: _____ DATE: _____
 ZONING INSPECTOR
 PERMIT EXPIRES: _____

REJECTED: _____ DATE: _____
 ZONING INSPECTOR

VARIANCE REQUIRED INCLUDING APPLICABLE SECTION OF ZONING CODE: _____

OFFICE USE ONLY

RECEIPT OF FEES: (RESIDENTIAL OR COMMERCIAL PRINCIPAL BUILDINGS TO INCLUDE SEWER CONNECTION AND INSPECTION FEE.)

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER

Cc: Income Tax Department

Cc: Medina County Auditor



Founded 1826
6701 GREENWICH ROAD
P. O. BOX 750
WESTFIELD CENTER, OH 44251
330-887-5151

APPLICATION FOR SIGN PERMIT

A Zoning Permit is required before the construction and/or placement of sign begins. The Zoning Inspector must approve the application and all appropriate fees (Exhibit V, Fee Schedule) must be paid before the permit will be issued.

APPLICANT'S NAME: _____
APPLICANT'S ADDRESS: _____
APPLICANT'S TELEPHONE NUMBER: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
PROPERTY OWNER INFORMATION (IF NOT APPLICANT):
PROPERTY OWNER'S NAME: _____
PROPERTY OWNER'S ADDRESS: _____
PROPERTY OWNER'S TELEPHONE NUMBER: _____
PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER: _____ ZONING DISTRICT: _____

APPLICATION FOR (CIRCLE APPLICABLE ITEM): TEMPORARY SIGN PERMANENT SIGN

DESCRIPTION AND TOTAL SQUARE FOOTAGE OF PROPOSED SIGN: _____

The lot and location of proposed building/structure shall be staked out on the ground before excavation or construction has started. To ensure your application will not be returned as incomplete, please attach the following documentation:

TEMPORARY OR SPECIAL EVENT SIGNS ONLY

NOTE: TEMPORARY SIGNS AND SPECIAL EVENTS SIGNS ON A GIVEN PREMISES SHALL BE PERMITTED FOR A PERIOD OF TIME NOT TO EXCEED SEVEN (7) CONSECUTIVE DAYS (1280.11.B).

DATE SIGN TO BE INSTALLED: _____

DATE SIGN TO BE REMOVED: _____

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

TWO (2) COPIES: SITE PLAN SHOWING THE DIMENSIONS OF THE LOT; DIMENSIONS OF THE SIGNAGE; THE SETBACKS SHOWING THE EXACT PLACEMENT OF THE SIGN ON THE LOT.

TWO (2) COPIES: CONSTRUCTION PLANS.

APPROVED: _____ DATE: _____

ZONING INSPECTOR

PERMIT EXPIRES: _____

REJECTED: _____ DATE: _____

ZONING INSPECTOR

VARIANCE REQUIRED INCLUDING APPLICABLE SECTION OF ZONING CODE: _____

OFFICE USE ONLY

RECEIPT OF FEES:

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER

Cc: Income Tax Department

Cc: Medina County Auditor



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VARIANCE PETITION APPLICATION

The Zoning Inspector must approve the application and all appropriate fees (Exhibit V, Fee Schedule) must be paid before a meeting can be scheduled.

APPLICANT'S NAME: _____
APPLICANT'S ADDRESS: _____
APPLICANT'S TELEPHONE NUMBER: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
PROPERTY OWNER INFORMATION (IF NOT APPLICANT):
PROPERTY OWNER'S NAME: _____
PROPERTY OWNER'S ADDRESS: _____
PROPERTY OWNER'S TELEPHONE NUMBER: _____
PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER: _____ ZONING DISTRICT: _____

CURRENT USE OF PROPERTY: _____

SITUATED IN THE VILLAGE OF WESTFIELD CENTER, OHIO, I HERBY PETITION FOR A VARIANCE ON THE ABOVE DESCRIBED PREMISES: (DESCRIBE REASON FOR VARIANCE REQUEST AND INCLUDE APPLICABLE SECTION(S) OF THE ZONING CODE.)

SUCH VARIANCE WILL NOT BE DETRIMENTAL TO THE PUBLIC WELFARE OR TO THE PROPERTY OF OTHER PERSONS LOCATED IN THE VICINITY THEREOF BECAUSE:

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

EIGHT (8) COPIES: BUILDING PLANS (NO LARGER THAN 11X17) SHOWING GROUND GRADE AT EACH ELEVATION (IF APPLICABLE) OF THE BUILDING, FOUNDATION, DRIVEWAY AND PARKING AREA. THE TOTAL SQUARE FOOTAGE OF THE PROPOSED STRUCTURE/BUILDING (INCLUDE THE SQUARE FOOTAGE OF EACH LEVEL, IF APPLICABLE).

EIGHT (8) COPIES: PROFESSIONAL SITE PLAN (NO LARGER THAN 11X17) DRAWN TO SCALE OF ONE INCH (1") EQUALS ONE HUNDRED FEET (100'), IDENTIFIES THE CONSTRUCTION TO TAKE PLACE AND INCLUDE ALL LOT DIMENSIONS AND SETBACKS OF THE PROPOSED STRUCTURE/BUILDING TO BE BUILT. THE SITE PLAN MUST ALSO INCLUDE ANY EXISTING STRUCTURE/BUILDING AND THE DIMENSIONS, SQUARE FOOTAGE AND SETBACKS OF EACH. THE SITE PLAN MUST BE STAMPED AND SIGNED BY THE SURVEYOR.

NOTE: ALL PROPERTY OWNERS CONTIGUOUS TO THE PROPERTY WILL BE NOTIFIED OF THE MEETING DATE AND TIME. THE PROPERTY OWNER IS REQUIRED TO ATTEND THE HEARING.

OFFICE USE ONLY

VERIFICATION OF RECEIPT OF FEES:

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER

HEARING DATE AND TIME: _____/_____

APPLICANT/PROPERTY OWNER NOTIFIED OF HEARING DATE AND TIME: _____

CONTIGUOUS PROPERTY OWNERS NOTIFIED OF HEARING DATE AND TIME: _____

HEARING DATE AND TIME ADVERTISED: _____

HEARING DATE AND TIME POSTED TO VILLAGE WEBSITE: _____



SITE PLAN REVIEW APPLICATION

APPLICANT'S NAME: _____
APPLICANT'S ADDRESS: _____
APPLICANT'S TELEPHONE NUMBER: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
PROPERTY OWNER INFORMATION (IF NOT APPLICANT):
PROPERTY OWNER'S NAME: _____
PROPERTY OWNER'S ADDRESS: _____
PROPERTY OWNER'S TELEPHONE NUMBER: _____
PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER: _____ ZONING DISTRICT: _____

CURRENT USE OF PROPERTY: _____

(Note: If the use of the property is changing, a "CHANGE OF USE PERMIT" will also be required.)

To ensure your application will not be returned as incomplete, please attach the following documentation:

A. TWO (2) COPIES OF ARCHITECTURAL PLANS SHOWING EXTERIOR ELEVATIONS AND FLOOR PLANS. IF EXTERIOR ELEVATIONS ARE NOT AVAILABLE, REASONABLE GRAPHIC REPRESENTATIONS MAY BE SUBMITTED; AND,

B. EIGHT (8) COPIES (PLUS AN ELECTRONIC COPY, IF AVAILABLE) SHOWING THE FOLLOWING ITEMS AND DRAWN TO SCALE OF EITHER ONE HUNDRED FEET (100') OR FIFTY FEET (50') TO THE INCH:

- 1) GENERAL VICINITY MAP;

- 2) PROPERTY BOUNDARY LINES AND SETBACK LINES;
- 3) ELEVATION CONTOURS (EXISTING AND PROPOSED);
- 4) TRAFFIC AND CIRCULATION PLAN
- 5) ADJACENT STREETS;
- 6) PARKING AND LOADING PLAN;
- 7) LANDSCAPING PLAN;
- 8) GRADING AND EROSION CONTROL, SURFACE DRAINAGE PLAN;
- 9) PROPOSED SIGNAGE;
- 10) FOOTPRINTS OF EXISTING AND PROPOSED PRINCIPAL AND/OR ACCESSORY STRUCTURES;
AND/OR BUILDINGS
- 11) UTILITIES PLAN;
- 12) ALL EASEMENTS AND RIGHTS-OF-WAY AFFECTING THE SITE.

(ALL SITE PLAN DRAWINGS SHALL BE CLEARLY DRAWN AND PREPARED BY A PROFESSIONAL ENGINEER, ARCHITECT OR SURVEYOR, AS APPLICABLE, AND SHALL BEAR THEIR PROFESSIONAL SEAL.)

C. THE APPLICATION SHALL BE ACCOMPANIED BY THE REQUIRED FEE (EXHIBIT V, FEE SCHEDULE)

D. A LIST OF THE NAMES AND ADDRESSES OF ALL PROPERTY OWNERS WITHIN TWO HUNDRED FEET (200') OF THE PROPERTY LINES OF THE SUBJECT PROPERTY, AS THEY APPEAR ON THE COUNTY AUDITOR'S CURRENT TAX LIST OR TREASURER'S MAILING LIST.

E. COPIES OF THE CURRENT TAX MAP PAGES FOR THE SUBJECT AND ABOVE PROPERTIES.

F. PROJECT COST ESTIMATES.

PLAN REVIEWED BY ZONING INSPECTOR: _____
DATE SIGNATURE

ZONING INSPECTOR COMMENTS: _____

VARIANCE(S) REQUIRED INCLUDING APPLICABLE SECTION OF ZONING CODE:

POLICE DEPARTMENT COMMENTS: _____

FIRE DEPARTMENT COMMENTS: _____

VILLAGE ENGINEER COMMENTS: _____

ADDITIONAL COMMENTS FROM (MEDINA COUNTY PLANNING AND/OR THE MEDINA COUNTY BUILDING DEPARTMENT) (MEDINA COUNTY SANITARY ENGINEERS) (MEDINA COUNTY HEALTH DEPARTMENT) MAY BE ATTACHED TO THIS APPLICATION.

OFFICE USE ONLY

RECEIPT OF FEES:

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER

HEARING DATE AND TIME: _____/_____

APPLICANT/PROPERTY OWNER NOTIFIED OF HEARING DATE AND TIME: _____

CONTIGUOUS PROPERTY OWNERS NOTIFIED OF HEARING DATE AND TIME: _____

HEARING DATE AND TIME ADVERTISED: _____

HEARING DATE AND TIME POSTED TO VILLAGE WEBSITE: _____

SPECIAL STUDIES REQUIRED: _____	
FEE: _____	DATE FEE PAID BY APPLICANT: _____
DEPOSIT REQUIRED: _____	DEPOSIT AMOUNT: _____
DEPOSIT PAID: _____	PAYMENT METHOD: _____
DATE DEPOSIT RETURNED (IF APPLICABLE): _____	CHECK NO. _____



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APPLICATION FOR CONDITIONAL ZONING CERTIFICATE

All appropriate fees (Exhibit V, Fee Schedule) must be paid before a meeting with Village of Westfield Center Planning and Zoning Commission can be scheduled. In addition, the Planning Commission, when appropriate, may refer an application to qualified consultants for a report if it deems the proposed "use" may cause the emission of dangerous or objectionable elements or require a special study. The cost of such report shall be at the expense of the applicant and said report shall be furnished to the Planning Commission as soon as it is practicable (Chapter 1274.02 A).

APPLICANT'S NAME: _____
APPLICANT'S ADDRESS: _____
APPLICANT'S TELEPHONE NUMBER: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
PROPERTY OWNER INFORMATION (IF NOT APPLICANT):
PROPERTY OWNER'S NAME: _____
PROPERTY OWNER'S ADDRESS: _____
PROPERTY OWNER'S TELEPHONE NUMBER: _____
PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER: _____ ZONING DISTRICT: _____

CURRENT USE OF PROPERTY: _____

(If the use of the property is going to change than a "Change of Use Permit" will be required.)

CONDITIONAL USE BEING APPLIED FOR: _____

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

EIGHT (8) COPIES:

- 1) Site plan, plot plan or development plan of the entire property being considered, drawn to a reasonable scale and showing the location of all abutting "streets", the location of all existing and proposed "structures", the types of "buildings" and their "uses".
- 2) Complete plans and specifications for all proposed development and construction.
- 3) A statement supported by substantiating evidence regarding the requirements enumerated in Chapter 1274.03.

ZONING INSPECTOR COMMENTS: _____

OFFICE USE ONLY

RECEIPT OF FEES:

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER

HEARING DATE AND TIME: _____ / _____

APPLICANT/PROPERTY OWNER NOTIFIED OF HEARING DATE AND TIME: _____

CONTIGUOUS PROPERTY OWNERS NOTIFIED OF HEARING DATE AND TIME: _____

HEARING DATE AND TIME ADVERTISED: _____

HEARING DATE AND TIME POSTED TO VILLAGE WEBSITE: _____

SPECIAL STUDIES REQUIRED: _____

FEE: _____ DATE FEE PAID BY APPLICANT: _____

DEPOSIT REQUIRED: _____ DEPOSIT AMOUNT: _____

DEPOSIT PAID: _____ PAYMENT METHOD: _____

DATE DEPOSIT RETURNED (IF APPLICABLE): _____ CHECK NO. _____



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CONDITIONAL ZONING CERTIFICATE

The applicable fee (Exhibit V, Fee Schedule) is required before the Zoning Inspector can issue the certificate.

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S MAILING ADDRESS: _____

PROPERTY OWNER'S TELEPHONE NUMBER: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER(S): _____

ZONING DISTRICT: _____ CONDITIONAL USE: _____

CONDITIONAL USE APPROVED BY VILLAGE OF WESTFIELD CENTER PLANNING AND ZONING COMMISSION:

DATE

TERMS OF CONDITIONAL ZONING CERTIFICATE:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

APPROVED: _____ DATE: _____
ZONING INSPECTOR

CERTIFICATE ISSUED: _____

CERTIFICATE EXPIRES: _____

OFFICE USE ONLY

RECEIPT OF FEES: (RESIDENTIAL OR COMMERCIAL PRINCIPAL BUILDINGS TO INCLUDE SEWER CONNECTION AND INSPECTION FEE.)

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER



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APPLICATION FOR CHANGE OF USE PERMIT

A Zoning Permit is required for the change of use of any structure, building or parcel of land. The Zoning Inspector must approve the application and all appropriate fees (Exhibit V, Fee Schedule) must be paid before a permit can be issued. 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'S NAME: _____
APPLICANT'S ADDRESS: _____
APPLICANT'S TELEPHONE NUMBER: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
PROPERTY OWNER INFORMATION (IF NOT APPLICANT):
PROPERTY OWNER'S NAME: _____
PROPERTY OWNER'S ADDRESS: _____
PROPERTY OWNER'S TELEPHONE NUMBER: _____
PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER: _____ ZONING DISTRICT: _____

DESCRIBE CURRENT USE OF PROPERTY: _____

DESCRIBE CHANGE OF USE REQUESTING: _____

DESCRIBE ANY EXISTING STRUCTURE OR BUILDING: _____

DESCRIBE ANY EXISTING STRUCTURE OR BUILDING THAT WILL BE ALTERED OR REMOVED: _____

DESCRIBE ANY STRUCTURE OR BUILDING THAT WILL BE ADDED: _____

DESCRIBE ANY EXISTING SIGNAGE: _____

DESCRIBE ANY EXISTING SIGNAGE THAT WILL BE ALTERED OR REMOVED: _____

DESCRIBE ANY SIGNAGE THAT WILL BE ADDED: _____

NOTE: IT MAY BE NECESSARY TO OBTAIN AN ADDITIONAL ZONING PERMIT FOR ANY ADDED OR ALTERED BUILDING AND/OR STRUCTURE AND/OR SIGN.

To ensure that your application will not be returned as incomplete, please attach the following documentation that is applicable to the change of use.

TWO (2) COPIES: BUILDING PLANS (NO LARGER THAN 11X17) SHOWING GROUND GRADE AT EACH ELEVATION (IF APPLICABLE) OF THE BUILDING, FOUNDATION, DRIVEWAY AND PARKING AREA. THE TOTAL SQUARE FOOTAGE OF THE PROPOSED STRUCTURE/BUILDING (INCLUDE THE SQUARE FOOTAGE OF EACH LEVEL, IF APPLICABLE).

TWO (2) COPIES: PROFESSIONAL SITE PLAN (NO LARGER THAN 11X17) DRAWN TO SCALE OF ONE INCH (1") EQUALS ONE HUNDRED FEET (100'), IDENTIFIES THE CONSTRUCTION TO TAKE PLACE AND INCLUDE ALL LOT DIMENSIONS AND SETBACKS OF THE PROPOSED STRUCTURE/BUILDING TO BE BUILT. THE SITE PLAN MUST ALSO INCLUDE ANY EXISTING BUILDING/ACCESSORY STRUCTURE AND THE DIMENSIONS, SQUARE FOOTAGE AND SETBACKS OF EACH. THE SITE PLAN MUST BE STAMPED AND SIGNED BY THE SURVEYOR.

APPROVED: _____ DATE: _____
ZONING INSPECTOR
PERMIT EXPIRES: _____

REJECTED: _____ DATE: _____
ZONING INSPECTOR

VARIANCE REQUIRED INCLUDING APPLICABLE SECTION OF ZONING CODE: _____

OFFICE USE ONLY

RECEIPT OF FEES: RECEIPT OF FEES: (RESIDENTIAL OR COMMERCIAL PRINCIPAL BUILDINGS TO INCLUDE SEWER CONNECTION AND INSPECTION FEE.)

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER

Cc: Income Tax Department

Cc: Medina County Auditor



6701 GREENWICH ROAD
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APPEAL ZONING INSPECTOR RULING

The required fee (Exhibit V, Fee Schedule) must be accompany this application before a hearing with the Village of Westfield Center Board of Zoning Appeals can be scheduled.

APPLICANT'S NAME: _____
APPLICANT'S ADDRESS: _____
APPLICANT'S TELEPHONE NUMBER: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
PROPERTY OWNER INFORMATION (IF NOT APPLICANT):
PROPERTY OWNER'S NAME: _____
PROPERTY OWNER'S ADDRESS: _____
PROPERTY OWNER'S TELEPHONE NUMBER: _____
PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER: _____ ZONING DISTRICT: _____

PROPERTY USE: _____

REASON FOR APPEAL REQUEST: _____

EIGHT (8) COPIES: OF ANY SITE PLANS, CONSTRUCTION PLANS OR DOCUMENTS REGARDING THE PROPERTY AND THE APPEAL.

The applicant and/or property owner is required to attend the Board of Zoning Appeals Hearing.

Property owners contiguous to the property will also be notified.

OFFICE USE ONLY

RECEIPT OF FEES:

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER

HEARING DATE AND TIME: _____ / _____

APPLICANT/PROPERTY OWNER NOTIFIED OF HEARING DATE AND TIME: _____

CONTIGUOUS PROPERTY OWNERS NOTIFIED OF HEARING DATE AND TIME: _____

HEARING DATE AND TIME ADVERTISED: _____

HEARING DATE AND TIME POSTED TO VILLAGE WEBSITE: _____



6701 GREENWICH ROAD
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APPEAL DECISION OF VILLAGE OF WESTFIELD CENTER PLANNING & ZONING COMMISSION

The required fee (Exhibit V, Fee Schedule) must be accompany this application before a hearing with the Village of Westfield Center Board of Zoning Appeals can be scheduled.

APPLICANT'S NAME: _____
APPLICANT'S ADDRESS: _____
APPLICANT'S TELEPHONE NUMBER: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
PROPERTY OWNER INFORMATION (IF NOT APPLICANT):
PROPERTY OWNER'S NAME: _____
PROPERTY OWNER'S ADDRESS: _____
PROPERTY OWNER'S TELEPHONE NUMBER: _____
PROPERTY OWNER'S SIGNATURE: _____ DATE: _____

PROPERTY ADDRESS: _____

PARCEL NUMBER: _____ ZONING DISTRICT: _____

PROPERTY USE: _____

REASON FOR APPEAL REQUEST: _____

EIGHT (8) COPIES: OF ANY SITE PLANS, CONSTRUCTION PLANS OR DOCUMENTS REGARDING THE PROPERTY AND THE APPEAL.

The applicant and/or property owner is required to attend the Board of Zoning Appeals Hearing.

Property owners contiguous to the property will also be notified.

OFFICE USE ONLY

RECEIPT OF FEES:

FEE	PAYMENT METHOD	DATE PAID	PAY-IN NUMBER

HEARING DATE AND TIME: _____ / _____

APPLICANT/PROPERTY OWNER NOTIFIED OF HEARING DATE AND TIME: _____

CONTIGUOUS PROPERTY OWNERS NOTIFIED OF HEARING DATE AND TIME: _____

HEARING DATE AND TIME ADVERTISED: _____

HEARING DATE AND TIME POSTED TO VILLAGE WEBSITE: _____



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MAYOR'S COURT REFERRAL

(DATE)

PROPERTY ADDRESS: _____	
PARCEL NUMBER: _____	ZONING DISTRICT: _____
PROPERTY OWNER'S NAME: _____	
PROPERTY OWNER'S MAILING ADDRESS: _____	

You are hereby notified that you are in violation of Section _____ of the Codified Ordinances of the Village of Westfield Center, regarding the conditions located at the property listed above.

Unless conditions are abated within three (3) days of the date of this notice, a summons and complaint will be issued. If you receive a summons and complaint, you will be required to appear in Mayor's Court and could be subject to fines and penalties.

Zoning Inspector Signature

Date

Cc: Law Director

Revised 2018



6701 GREENWICH ROAD
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SUMMONS TO MAYOR'S COURT

(DATE)

PROPERTY ADDRESS: _____	
PARCEL NUMBER: _____	ZONING DISTRICT: _____
PROPERTY OWNER'S NAME: _____	
PROPERTY OWNER'S MAILING ADDRESS: _____	

You are hereby summoned to appear in Mayor's Court on _____ at 6:00 p.m. in regard to a citation that was issued on _____ in regard to a violation of Section _____ of the Codified Ordinances of the Village of Westfield Center, Ohio. Should you fail to appear at the date and time requested, a warrant will be issued for your arrest.

Zoning Inspector Signature Date

SUMMONS DELIVERED BY _____ ON _____.

Cc: Law Director

Revised 2018



6701 GREENWICH ROAD
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**APPLICATION FOR PERMIT TO IMPROVE UNDEDICATED STREETS
UNDER VILLAGE SUPERVISION**

WESTFIELD CENTER, OHIO

(DATE)

TO: VILLAGE OF WESTFIELD CENTER

ORDINANCE NUMBER _____

The undersigned, representing the ownership of _____
(Name of Subdivision)

for which the SUBDIVISION IMPROVEMENT PLAN was approved by the Village of Westfield Center Planning and Zoning Commission on _____, hereby requests permission to make the following improvements under Village supervision:

1) The entire expense of the improvement shall be borne by the applicant who shall also pay the cost of inspection and test of all materials required. The applicant shall deposit the sum of \$_____ to provide a fund for payment of inspection and testing of materials. Any surplus in the fund shall be returned to the applicant at the completion of the improvement.

2) Any work necessary to connect the proposed improvement with an existing improvement shall be performed by the applicant. If any openings are made in existing pavements for underground work, a permit shall be obtained for such work.

3) When the proposed work includes main sewers and/or lateral connections, tap-in fees shall be paid as provided by Chapter 1042 of the Codified Ordinances of the Village of Westfield Center, Ohio.

4) If the applicant does not represent the entire ownership of the lots abutting both sides of the proposed improvement, the Village of Westfield Center reserves the right to require that an adequate indemnity bond be filed to protect the Village of Westfield Center from any claims for damages by owners of the unrepresented frontage.

WITNESS:



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TENANT OCCUPANCY REPORT

ADDRESS OF PROPERTY: _____

PARCEL NUMBER: _____ **ZONING DISTRICT:** _____

VILLAGE OF WESTFIELD CENTER ZONING ORDINANCE SECTION 1260.03:

(a) (1) All property owners of rental or leased property who rent to tenants of residential premises, shall file a report with the Village of Westfield Center showing the names and addresses of each such tenant, 18 years or older, who occupies residential premises within the corporation limits of the Village of Westfield Center.

(2) Within 30 days after a new tenant occupies residential rental property of any kind within the Village of Westfield Center, all property owners of rental or leased residential property who rent to tenants, shall file a report with the Village of Westfield Center showing the names and addresses of each such tenant, 18 years and older, who occupies residential premises within the corporation limits of the Village of Westfield Center.

(3) Within 30 days after a tenant(s) vacates a rental or leased residential property located within the Village of Westfield Center, the property owner of such vacated rental or leased property shall file a report with the Village of Westfield Center showing the date of vacating from the rental or leased residential property and identifying each vacating tenant.

Failure to comply to report tenant occupancy will result in a violation of the Village of Westfield Center Zoning Ordinance and will be subject to violation procedures and penalties set forth in Chapter 1260 of the Village of Westfield Center Zoning Ordinance.

PROPERTY OWNER INFORMATION:

NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

PROPERTY OWNER(S) SIGNATURE: _____

DATE: _____

TENANT INFORMATION:

NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

NAMES OF OTHER MEMBERS LIVING IN THE HOUSEHOLD (18 YEARS & OLDER):

DATE TENANT(S) MOVED INTO PREMISES: _____

DATE TENANT(S) VACATED PREMISES: _____

PROPERTY MANAGEMENT COMPANY (IF APPLICABLE):

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

AGENT/CONTACT NAME: _____