



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

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 EMAIL ADDRESS: _____
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 EMAIL ADDRESS: _____
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, 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
Revised 2019

Cc: Medina County Auditor