



**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 EMAIL ADDRESS: _____
APPLICANT'S SIGNATURE: _____ DATE: _____
PROPERTY OWNER INFORMATION (IF NOT APPLICANT):
PROPERTY OWNER'S NAME: _____
PROPERTY OWNER'S ADDRESS: _____
PROPERTY OWNER'S EMAIL 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, 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.

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
Revised 2019

Cc: Medina County Auditor