

Village of Garrettsville, Zoning Department

8213 High Street Garrettsville, Ohio 44231

Phone: 330-527-2070 Fax: 330-527-5819

APPLICATION FOR COMMERCIAL ZONING CERTIFICATE

Garrettsville Village, Portage County, Ohio

Commercial Ordinances listed on the Web Site which may apply are:

Zoning Districts: C-1, Chapter 1175 (Local Commercial), C-2, Chapter 1179 (General Commercial), C-3 Chapter 1180 (Intensive commercial, PD/CBD Chapter 1177 (Central Business District), I, Chapter 1183, (Industrial District, or R/C, Chapter 1182, (Residential/Commercial)

PLEASE SUBMIT ONE COPY OF THIS 4 PAGE APPLICATION TO THE ZONING INSPECTOR WITH A CHECK FOR THE PROPER FEE PAYABLE TO: THE VILLAGE OF GARRETTSVILLE.

For new Construction, a Site Plan Review must accompany this application; may be obtained at the Zoning Office noted above.

Date _____ Internal Application Number _____

Name of Applicant: _____

Address: _____

_____ Phone: _____

Name of Property Owner: (if different) _____

Address: _____

_____ Phone: _____

Application is hereby made for a zoning certificate for the following proposed work:

Application is hereby made for a zoning certificate for a change in use()/occupancy() of a building or lot:

Present Use: _____

Proposed Use: _____

Address of property involved: _____

Zoning district in which property is located: (refer to zoning map on web site) _____

Location of Property:

_____ side of _____
(North, South East or West) (Street, Avenue or Road)

Approximately _____ feet _____ of
(North, South, East or West)

the intersection of _____
(Street, Avenue or Road)

Size of Building or Addition:

Width: _____ Feet Height: _____ Feet

Length: _____ Feet Area: _____ Square Feet

Description of Property:

Feet of frontage on road or other dedicated right-of-way: _____ Feet

Width of lot at setback or front building line: _____ Feet

Depth of lot: _____ Feet Area of lot: _____ Square Feet

Location of building or structure on the property or lot:

Front Yard: _____ feet from edge of road right-of way to proposed building or addition.

Left Side Yard: _____ feet from property line to proposed building or addition.

Right Side Yard: _____ feet from property line to proposed building or addition.

Rear Yard: _____ feet from property line to proposed building or addition.

Use of proposed building, structure or addition: _____



(1.) The following information must be submitted with this application:

- a. A plot plan drawn to scale showing the exact dimensions of the lot to be built upon and the relationship of said lot to surrounding roads, easements and other rights-of-way; and to adjacent structures or buildings.
- b. The location, dimensions, height and bulk of all structures to be erected.
- c. The intended use of all proposed structures to be erected.
- d. The yard, open area, parking and service space, dimensions and access points to roads, driveways, and any other pertinent lot use data.
- e. Approval by the responsible health authorities -- No zoning certificate shall be issued without written evidence that the Village Board of Public Affairs and/or the responsible health authority has approved the proposed sanitary sewerage disposal system for the use for which the certificate has been requested, if applicable.
- f. Any other pertinent data as may be necessary to determine and provide for the adherence to the Garrettsville Village Zoning Ordinances.

(2.) The following signatures must be obtained by the applicant prior to the issuance of a zoning permit:

a. The Fire Chief has reviewed the drawings for new construction or remodels and/or has inspected the property in question with regards to fire safety and will forward any fire code violation to the Zoning Inspector /Planning Commission. (Phone 330-527-4050)

Signature: _____

b. The Garrettsville Utility Department has inspected this property and finds Village sewer and water available. We further notify and request Owner/Builder to install a minimum 6” sanitary line to dwelling and a minimum of 3/4” water supply. Official stipulation if necessary. (Phone: 330-527-2080)

Signature: _____

Date

c. The Clerk of the Board of Public Affairs has received payment for Water and/or Sewer Tap-In Permits with the approval of the Utility Department. (Phone: 330-527-4424)

Signature: _____

Date

d. The Garrettsville Street Department has inspected this property for intended culvert, curb cut and driveway location and finds it acceptable. Official stipulation if necessary. (Phone: 330-527-2150)

Signature: _____

Date

e. The Income Tax Clerk of the Village of Garrettsville has been notified of all contractors and sub-contractors working within the Village for tax purposes. (Phone: 330-527-2179)

Signature: _____

Date

f. Per Village Ordinance, all contractors must provide external dumpsters and porta john facilities at major construction sites per discretion of Village/Zoning: _____

YES NO Signature of Contractor Required/Date

g. At each major construction site, all contractors must keep village roads free from road debris, such as injurious materials, rocks, mud, dirt, etc. from construction vehicles or from any other means. _____

Signature of Contractor Required/Date

Garrettsville Codified Ordinance 1139.02(f) states: “ Each zoning certificate issued shall include a section where the Zoning Inspector shall, at his/her discretion, and based on the type, size , anticipated project duration and anticipated waste material generated, specify whether the site of the work to be performed must include portable toilet facilities (“porta Potty”) and/or receptacle for trash and building refuse (dumpster”). In addition to any other penalties provided for the Chapter, failure to provide such equipment when the requirement to do so is endorsed on the zoning certificate shall be cause for the issuance of a “Stop Work Order” by the Zoning Inspector, revocation of the zoning certificate, and/or notification of the Portage County Building Department. _____

Signature of Contractor Required/Date

Acknowledgment:

Alterations of existing surface drainage that adversely affects neighboring properties be they private citizen, Village, or right of way, may result in civil liability to this property owner and the contractor.

Signature of Applicant

Date

Signature of Property Owner

Date

Village of Garrettsville
INCOME TAX DEPARTMENT

8213 High Street PO Box 306
Garrettsville, Ohio 44231-0306
Phone: 330-527-2179 Fax: 330-527-5819

As required by Ordinance 171.02, (1) of Garrettsville's Codified Ordinances, please list all of the contractors and sub-contractors who will be working on the project for which the certificate is being applied.

Applicant: _____

Project Location: _____

Type of Project: _____

This form must be returned with your Application for Zoning Certificate.

Contractor/Sub-Contractor	Address	Phone & Fax Numbers (If Available)

Attach additional sheets if necessary.

NOTE: Zoning certificates shall become void at the expiration of six (6) months after date of issuance unless construction is started. If no construction is started or use changed within six (6) months of date of permit, a new permit and fee are required upon expiration.

Completion of zoning forms is the sole responsibility of the Applicant. Applications which are incorrect, incomplete or are submitted without fees or necessary attachments will not be accepted for filing and will be returned to Applicant for correction.

Upon receipt of a Garrettsville Village Zoning Permit, you must contact the Portage County Building Department to obtain the necessary county permit(s).

Portage County Building Inspection Department
449 South Meridian Street
Ravenna, Ohio 44266
Telephone: 330-297-3530