

FORM NO. 1

APPLICATION FOR A ZONING CERTIFICATE

MONTVILLE TOWNSHIP

The undersigned hereby applies for a zoning certificate for the following described use, said certificate to be issued by the township zoning inspector on the basis of the information contained within this application.

THIS APPLICATION SHALL BE COMPLETED BY THE APPLICANT.

- A. Name of Applicant: _____
Address of Applicant: _____
Telephone Number of Applicant: _____
Fax Number of Applicant: _____
E-mail Address of Applicant: _____

- B. Name of Owner of Record: _____
Address of Owner of Record: _____
Telephone Number of Owner of Record: _____
Fax Number of Owner of Record: _____
E-mail Address of Owner of Record: _____

- C. Address and PPN of the Lot: _____
(if different from applicant's current address)

- D. Attach documentation as to authority to make application (e.g. deed, power of attorney, lease, or purchase agreement). **If the applicant is not the record title owner of the lot, then written evidence shall be required to be submitted that the applicant has the owner's consent to make application.**

- E. Attach a copy of the deed and legal description for the lot, as recorded with the Geauga County Recorder.

- F. Provide the current zoning district in which the lot is located: _____

- G. Provide a description of the existing use of the lot: _____

H. Provide a description of the proposed use of the lot: _____

I. Attach two (2) copies of a plan or map, drawn to scale, with a north arrow and date showing the following information:

1. The dimensions (in feet) of all lot lines and the total acreage of the lot.
2. The dimensions and elevations (in feet) of all existing buildings or structures on the lot, if any.
3. The setback (in feet) from all lot lines of existing buildings, structures and uses on the lot, if any.
4. The dimensions and elevations (in feet) of proposed buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures.
5. The total amount of square feet of floor space for each floor of proposed buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures; and, a copy of the floor plan for each floor of the building or structure.
6. The percentage and area (in square feet) of lot coverage by existing and proposed buildings and structures including parking area(s), loading/unloading space(s), and driveway(s).
7. The setback (in feet) from all lot lines of proposed buildings, structures and uses on the lot or of any addition or structural alteration to existing buildings or structures; and, the distance between existing and proposed detached buildings and structures.
8. The height (in feet) of existing buildings or structures on the lot.
9. The height (in feet) of proposed buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures.
10. The name and location of the existing road(s), public and private, adjacent to the lot.
11. The number of dwelling units existing (if any) and proposed for the lot.
12. The location, dimensions (in feet), setbacks from all lot lines, and number of parking spaces existing (if any) and proposed including handicapped parking spaces per Article VI, Section 607.0.
13. The location, dimensions (in feet), and setbacks from all lot lines of driveways existing (if any) and proposed.
14. For nonresidential, commercial and industrial uses: The location, dimensions (in feet), and number of loading/unloading spaces.
15. The location and dimensions (in feet) of any existing or proposed easements on the lot.
16. The location and description of any existing and proposed landscaping and buffer areas on the lot.

17. The existing topography of the lot, at contour intervals of two (2) feet, and a final grading plan.
 18. The location of any exterior lighting poles and fixtures, their maximum lumens and documentation that they are, and will be installed as, full cutoff fixtures.
 19. For nonresidential, commercial and industrial uses: The location and dimensions of any exterior display, sales, storage, and trash receptacle areas on the lot.
 20. The location and dimensions of a fire protection pond and dry hydrant, if applicable.
- J. Provide the type and design of any sign(s)
1. Attach two (2) copies of a drawing, drawn to scale and dated, showing the following information:
 - a. The dimensions (in feet) of the sign.
 - b. The area of the sign (per sign face) in square feet.
 - c. The location of the sign on the building, structure, or lot including dimensions (in feet) from the front and side lot line(s).
 - d. The height (in feet) of the sign.
 - e. The method of illumination, if any.
 - f. The dimensions of the lettering and/or the elements of the matter displayed (e.g. a logo, not content).
- K. Provide a copy of the driveway culvert pipe permit issued by the appropriate governmental authority; or, if along a state highway, the access permit issued by the Ohio Department of Transportation, if applicable.
- L. Written documentation shall be provided that the appropriate governmental agency has approved the sewage treatment system to serve the proposed use on the affected lot.
- M. Provide a copy of the approval letter or permit, as applicable, from the Geauga Soil and Water Conservation District concerning the stormwater management and erosion control plan.

I hereby certify that all of the information supplied in this application and attachments hereto are true and correct to the best of my knowledge, information and belief. I understand that the zoning inspector may request additional information in order to ensure compliance with the zoning resolution.

I hereby acknowledge that I understand that the penalty for falsification is imprisonment for not more than six (6) months, or a fine of not more than one thousand dollars (\$1,000), or both.

I hereby consent to the inspection of the subject lot and of any buildings or structures to be constructed thereon by the township zoning inspector during construction and within thirty (30) days from the completion of any buildings or structures.

I hereby acknowledge that I understand that if the construction or use described in the zoning

certificate has not begun within six (6) months from the date of issuance or if construction has begun within six (6) months and said construction has not been completed within two (2) years from the date of issuance, said zoning certificate shall be revoked by the township zoning inspector.

Applicant's Signature

Print Name: _____

Date

FOR OFFICIAL USE ONLY

Application Number: _____

Zoning Certificate Number: _____

Date Application Received: _____

Amount of Fee Paid: \$ _____

Date of Action on Application: _____

Date Application Approved: _____

Date Zoning Certificate Issued: _____

Date Application Disapproved: _____

If Application Disapproved, Reasons for Disapproval (cite Section Number): _____

I hereby acknowledge the receipt of this application for a zoning certificate this _____ day of _____, 20 ____.

Signature of Township Zoning Inspector

Print Name: _____