

NEW RUSSIA TOWNSHIP

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TRUSTEES			FISCAL OFFICER	ZONING INSPECTORS
Frank Pakish	John Piwinski	Richard Williams	Elaine King	Fred Swanson / Dan Jarven

NEW RUSSIA TOWNSHIP ZONING PERMIT APPLICATION STANDARDS

THIS CHECKLIST HAS BEEN PREPARED FOR: ANYONE WISHING TO CONSTRUCT A PROJECT OR CHANGE THE AREA OR USE OF THE LAND

2001.01 ZONING PERMITS REQUIRED 9/6/79

No building, pond, pool or other structure shall be erected, moved, added to, structurally altered, nor shall any building, structure, or land be established or changed in use without a permit therefore, issued by the Zoning Inspector's office that does not conform with the provisions of this Resolution unless he receives a written order from the Board of Zoning Appeals deciding an appeal or permitting a conditional use or variance, as provided by this Resolution.

The following is a summary checklist of the minimum required information to accept a zoning application for processing. The application must be done in person and signed by the owner or applicant attesting to tell the truth and exactness of all information supplied on the application. The Owner is the ultimate responsible party. This checklist is not all inclusive of New Russia Township Zoning and this checklist is provided only as a guide and may contain more information than is required for a typical zoning permit. A current copy of NRT's Resolutions is available for review during normal business hours. Depending on the type of project other agency permits may be required before a zoning permit would be issued.

- EACH SUBMITTED PAGE AND DRAWING MUST CONTAIN THE APPLICANT'S NAME, ADDRESS & PARCEL NUMBER. ALL SUBMISSIONS BECOME PROPERTY OF NEW RUSSIA TOWNSHIP AND ARE NOT RETURNED TO THE APPLICANT.
- THE LEGAL DESCRIPTION (RECORDED DEED) OF PROPERTY LISTING CURRENT OWNERSHIP.
- AN ACCURATE SITE PLAN SUCH AS A SCALED DRAWING DETAILING THE EXACT MEASUREMENTS AND LOCATIONS OF THE EXISTING LAND AND STRUCTURES, DRIVEWAYS, PARKING, SIGNS, EASEMENTS, HEALTH/SEWAGE SYSTEMS AND HIGHWAY RIGHT-OF-WAYS.
- THE PROPOSED PLANS AND STRUCTURES NEED TO BE DRAWN TO SCALE AND INCLUDE AT LEAST THE FOLLOWING:
 - a. BUILDING/STRUCTURE HEIGHTS.
 - b. RESIDENTIAL DRIVEWAYS MUST BE MIN. 10 FT FROM ANY SIDE LOT LINE. A NEW DRIVEWAY MAY REQUIRE AN ACCESS MANAGEMENT REVIEW BY THE LORAIN COUNTY ENGINEER'S OFFICE. ACCESS FROM STATE HIGHWAYS ALSO REQUIRE A PERMIT FROM ODOT.
 - c. LABEL THE PROPOSED USE OF THE PROPERTY AND THE BUILDINGS.
 - d. PROPOSED USE OF STRUCTURE AND EXACT LOCATION AND MEASUREMENTS AND LABEL ITS USE.
 - e. TOTAL PROJECT COST, EXCLUDING LAND VALUES.
 - f. FLOOD REVIEW MAY BE REQUIRED FROM THE LORAIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT.
- FOR NEW DWELLINGS AND COMMERCIAL APPLICATIONS HEALTH/SANITARY PERMIT(S) WITH SITE PLAN/SKETCH SHOWING (PROPOSED) LOCATION OF THE HEALTH SYSTEM AS APPROVED BY THE LORAIN COUNTY HEALTH DISTRICT. NOTE: THE HEALTH PERMIT AND LAND OWNERSHIP MUST BE THE SAME NAME.
- FOR ADDRESS ASSIGNMENT LIST ON THE SITE PLAN THE ADDRESSES OF CURRENT ADJOINING PROPERTY LANDOWNERS.
- ANY COMMERCIAL USE REQUIRES A COMMERCIAL BUILDING PERMIT. CONTACT KEN KLINGSHIRN, COMMERCIAL BUILDING OFFICIAL, 329 MICHIGAN, AVE., ELYRIA, OH 44035, (440) 323-8478 FAX (440) 323-8562.
 - a. SECTION 310 SUBMISSION OF PLANS APPLY IN ALL COMMERCIAL DISTRICTS.
- FORMAL SUBMISSIONS TO THE ZONING BOARDS MUST BE COMPLETE AND SUBMITTED IN **TRIPPLICATE**. THIS APPLICATION IS MADE THROUGH THE ZONING INSPECTOR AND APPLICABLE APPLICATION FEES PAID. ADDITIONAL ZONING PERMITS MAY BE REQUIRED PENDING RESULTS OF THE BOARD'S DETERMINATION.
 - a. A ZONING PERMIT OF AN APPROVED APPLICATION WITH ADDITIONAL REQUIREMENTS FROM OTHER AGENCIES INVOLVED WOULD BE REQUIRED.
 - b. **IN ADDITION TO THE SUBMITTED DRAWING & PLANS, A DETAILED WRITTEN STATEMENT EXPLAINING THE PROPOSED PROJECT OR VARIANCE.**
- NOTIFICATION FOR A PUBLIC HEARING BY THE BOARD OF ZONING APPEALS. THE VARIANCE REQUEST WOULD BE FOR AN AREA OR USE VARIANCE. / FILING FEE \$250.00 / A ZONING PERMIT IS ALSO REQUIRED IF VARIANCE APPROVED.
- NOTIFICATION OF NRT ZONING BOARD OF COMMISSIONERS FOR REZONING OR COMMERCIAL SUBMISSION OF PLANS THAT FALLS UNDER SECTION 310. FILING FEE \$250.00 / ZONING AND OTHER AGENCY PERMITS ALSO REQUIRED IF APPROVED BY ZBC.
- CURRENT ZONING DISTRICT FOR PROPOSED PROJECT: LOCATED ON CURRENT TOWNSHIP ZONING MAP
- APPLICANT GIVEN COPY OF APPROPRIATE ZONING DISTRICT REGULATIONS FOR PROPOSED PROJECT: ASK Z.I.