



**ZONING CERTIFICATE APPLICATION FOR PERMITTED USES  
BRIMFIELD TOWNSHIP PORTAGE COUNTY, OHIO**

**TELEPHONE: 330-678-0739 FAX: 330-678-6626 EMAIL: zoning@brimfieldohio.gov**

**LOCATION OF PROPERTY** \_\_\_\_\_  
**NAME OF OWNER** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**TELEPHONE** \_\_\_\_\_  
**OCCUPANT** \_\_\_\_\_  
**PARCEL NUMBER** \_\_\_\_\_ **ZONING DISTRICT** \_\_\_\_\_

**Main road frontage** \_\_\_\_\_ **Depth of lot from right of way** \_\_\_\_\_  
**Set back from right of way** \_\_\_\_\_ **Dimension of building:**  
**Side yard clearance:** **Width** \_\_\_\_\_  
**Left side** \_\_\_\_\_ **Depth** \_\_\_\_\_  
**Right side** \_\_\_\_\_  
**Rear Yard Clearance** \_\_\_\_\_ **Height of Building** \_\_\_\_\_  
**Use of building** \_\_\_\_\_  
**Number of stories** \_\_\_\_\_ **Basement Yes or No (circle one)** **Total square feet** \_\_\_\_\_

\_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY**

\$ \_\_\_\_\_ **Fee paid** **Permit number** \_\_\_\_\_  
**Check number** \_\_\_\_\_ **Receipt number** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Zoning Inspector Signature

**DENIED** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Zoning Inspector Signature

**REASON FOR DENIAL** \_\_\_\_\_

## **Section 201.02 Permitted Uses Require a Review by the Zoning Inspector**

The Zoning Inspector shall review all submitted applications of permitted uses to determine compliance with the requirements of this Resolution. The review is intended to benefit both the applicant and the community by ensuring that:

- A. All of the elements required in this Resolution are presented in the application materials,

The design, location and relationship of the proposed land use and/or building and structure will not cause any negative impacts to one another, the site, the surrounding properties, and the community.

## **Section 201.03 Application Requirements**

The application shall include the following information:

- A. Applications for zoning certificates shall be submitted on Township Zoning Certificate Application Forms.
- B. The application shall include the following items at a minimum.
1. Name, address and phone number of the applicant and owner.
  2. The application shall be signed by the owner.
  3. The proposed number of bedrooms, dwelling units, occupants, employees, and/or other uses.
  4. Copies of any approvals granted for uses and structures involved which required prior review and approval by the Board of Zoning Appeals.
  5. Any other pertinent data as may be necessary to determine and provide for the enforcement of this Resolution, such as:
    - a. Sewage disposal permit issued by either the County Health Department, County Water Resources Department or EPA for improvements that require or may increase the volume of sewage disposal.
    - b. Driveway /road culvert permit from the agency or department, such as ODOT, County Engineer, or Township, with the authority to allow access onto the roadway for any proposed driveway.
    - c. Wetlands Disturbance Permit from the agency or department, such as the Army Corps of Engineers or the State of Ohio with the authority to allow the disturbance of any wetland area.
    - d. Proof of compliance with the County's Flood Damage Prevention Regulations if site improvements are to be located within a Flood Hazard Area.
    - e. Water well permit from the County Health Department for wells, or a permit from the County Water Resources indicating a connection with the central water system.
- A. Copies of the site plan drawing, drawn to a scale of no less than one hundred (100) feet to the inch and shall be on one or more sheets of 24 x 36 inches or less in size showing the following items:
1. Professional engineer or architect seal on the plans.

2. General vicinity map
3. Gross acreage of tract
4. Property boundary lines and adjacent streets
5. Zoning classification of the site and intended use.
6. Contour map showing two (2) foot contour intervals, both existing and proposed shall be required for the following types of developments:
  - a. New construction or relocation of buildings for all development types, except for single-family and two-family dwellings and accompanying accessory buildings and structures.
  - b. Development proposals involving the creation of more than one lot or more than one principal building on one lot (e.g. platted subdivision, condominium developments, multi-family complexes, commercial centers and industrial parks).
7. Location of existing structures on the site, those proposed to remain and those proposed to be constructed, including dimensions, height, and bulk of the structures.
8. Traffic (vehicle and pedestrian) and circulation plan of the site and adjacent streets.
9. Delineate traffic flow with directional arrows and indicate the location of directional signs. Clearly show ingress and egress to the site.
10. The location of yards, open space, and parking spaces with the number of parking and loading spaces and dimensions as required by Chapter 6. All handicapped spaces shall be clearly identified.
11. Landscaping plan, in accordance with the requirements of Chapter 8.
12. Location for any signage (proposed and existing to remain) including type of sign, dimensions of sign, size of letters and graphics, description of sign frame materials and colors including supports, in accordance with the requirements of Chapter 7.
13. Location for any lighting (proposed and existing to remain).
14. Locations of any historic buildings and structures. Utilities plan and location of existing utilities and easements.
15. Existing wetlands, ponds, streams, springs, lakes, and the location and direction of all watercourses, existing drainage channels and structures.
16. Location of all areas subject to flooding or storm water overflow.

**Section 201.04      Review Procedures for Permitted Uses**

- A. The Zoning Inspector may consult with the Zoning Commission, and may consult with any other department, agency, public body, official, company, and/or individual to determine whether the application complies with the requirements of this Resolution.
- A. Within thirty (30) days after the receipt of a completed application, the Zoning Inspector shall issue a Zoning Certificate if such application is in compliance with this Zoning Resolution. If the application does not comply

with the requirements of this Resolution, the Zoning Inspector shall give notice of denial, stating the reasons in writing for such denial and cite the sections of this Resolution that the application would violate.

- C. The Zoning Inspector shall return a copy of the submitted plans to the applicant after the Zoning Inspector has marked a copy as “approved” or “disapproved” and the Zoning Inspector shall sign and date a copy. The Zoning Inspector shall retain a copy of the plans similarly marked for the official Township record.
- D. Upon approval, the Zoning Inspector shall issue a placard to be posted in a conspicuous place on the subject property, attesting to the fact the activity is in conformance with the provisions of this Resolution.