**WHAT DO I DO WHEN APPLYING FOR A ZONING PERMIT?**

**WHAT DO I NEED?**

1. COME TO THE ZONING OFFICE TO COMPLETE AN APPLICATION OR CALL ME AHEAD OF TIME AND MAKE AN APPOINTMENT. ( OFFICE-440-548-2480 ) (CELL-330-219-3698)

THINGS TO BRING WITH YOU:

1. **DEED** AND OR LEGAL DESRIPTION OF PROPERTY.
2. **NEW CONSTRUCTON:** I WILL NEED A COPY OF YOUR CULVERT PERMIT WHICH WILL ALSO LIST YOUR HOUSE ADDRESS.
3. **SITE PLAN** TO INCLUDE ALL BUILIDNGS AND PROPOSED NEW CONSTRUCTION. ALSO YOU NEED TO INCLUDE SET BACK DEMENTIONS.
4. IF YOU HAVE THE **CORRECT DOCUMENTATION** WITH YOU WE CAN ISSUE A PERMIT IMMEDIATELY.
5. MAKE SURE YOU HAVE HAD A **PERK TEST** COMPLTED/**SEPTIC APPROVED DOCUMENTS**
6. IF YOUR BUILDING IS **NEW**, MOST OF THE **HEALTH DEPARTMENT STUFF** SHOULD BE DONE
7. WHEN YOU GET **A CULVERT PERMIT** FOR A DRIVE WAY PLEASE HAVE THE **DRIVEWAY CONSTRUCTED** THAT IS HOW YOU GET YOUR HOUSE ADDRESS. ZOINGE REGULATIONS AND COUNTY PLANNING REGULATIONS CALL FOR A PARCEL TO HAVE ITS OWN COMMON DRIVEWAY. ONE HOUSE, ONE DRIVE, ON ONE PARCEL.
8. AFTER YOU RECEIVE YOU’RE **ZONING PERMIT**, GO TO **BUILDING INPECTION** IN CHARDON TO PULL YOUR **BUILDING PERMIT**.
9. A DRIVEWAY NEEDS TO BE SETBACK THREE FEET FROM NEAREST SIDE AND REAR LOT PROPERTY LINES. DRIVEWAY MUST BE LEAST 12 FEET WIDE/ IF YOU HAVE A LONG DRIVE THEN YOU HAVE TO HAVE A PULL OFF AT THE LEAST EVERY 300 FEET. DRIVEWAY HAS TO BE SAFE FOR EMERGENCY VEHICAL USE, AND THAT IS THE REASON FOR ONE COMMON DRIVE .
10. COPIES OF CERTAIN REGULATION ARE AVAILABLE AT THE ZONING OFFICE.