



4410 W. Streetsboro Road, P.O. Box 387, Richfield, Ohio 44286-0387
330-659-9201 ext. 5

**ZONING CERTIFICATE APPLICATION
INDUSTRIAL AND COMMERCIAL**

ADDITION: _____
NEW STRUCTURE: _____
ACCESSORY BUILDING: _____

RECEIVED: _____
ISSUED: _____
PERMIT NO.: _____

Applicant's Name: _____
Address: _____

Phone: _____

Property Owner's Name: _____
(if different from above)
Address: _____

Phone: _____

LOCATION AND DESCRIPTION OF LOT

Address: _____

Zoning Code District: _____ **Lot No.:** _____ **Allotment:** _____

Front Property Line: _____ **ft.** **Right Property Line:** _____ **ft.**

Left Property Line: _____ **ft.** **Rear Property Line:** _____ **ft.**

EXISTING STRUCTURE AND USAGE DESCRIPTION

Existing Structure and Usage: _____

Height of structure _____ total square feet _____

Foundation: length _____ ft. width _____ ft.

Other buildings: length _____ ft. width _____ ft. height _____ ft.

PROPOSED STRUCTURE (S) ON THE LOT

The proposed use is: _____

Height: ft. _____ total square feet: _____

Foundation: length _____ ft. width _____ ft. height _____ ft.

CONTRACTOR INFORMATION

General Contractor: _____

Address: _____

Phone: _____

Architect: _____

Address: _____

Phone: _____



ITEMS REQUIRED FOR REVIEW

15 copies of zoning application _____

1 copy culvert pipe permit application _____

1 copy sewer permit application/Summit County Application _____

15 complete sets of prints/floror plans to scale 1/4" = 1' or 1/8" = 1' _____

15 topographical surveys to scale 1" = 20' to 1" = 50' _____

SURVEY MUST INDICATE:

- Locations of buildings
- Finished floor elevation
- Driveway
- Culvert location
- Traffic flow and parking areas
- Sewer connection or location of septic system
- Well location
- Erosion control
- Lighting
- Show all zoning requirements for parcel: if all zoning requirements for parcel are not met, please note this on the drawing.

15 copies of a landscape plan to scale: 1" = 20' to 1" = 50' _____

15 copies of any other drawings of importance for clarification
to scale: 1/4" = 1' or 1/8" = 1'
to scale: 1" = 20' to 1" = 50' _____

1 copy of deed showing proof of ownership _____

Pictures if applicable _____



OWNER AND APPLICANT SIGNATURES

I _____ (Owner) hereby make application for a permit to erect or build a structure as described in this application and the accompanying drawings, which are a part of this application.

I _____ (Owner) have submitted all requirements as listed in this application.

I _____ (Owner) will assume all fees for review of this application.

Right of Revocation:

It is understood and agreed by this applicant that any error, misstatements or misrepresentation of material fact(s) with or without intent, such that might or would cause a refusal of this application, or any material alteration in the accompanying plans made subsequent to the issuance of a Zoning Certificate without the approval of the Village of Richfield Zoning Inspector or the Village of Richfield Planning and Zoning Commission, or the Village of Richfield Board Zoning Appeals, shall constitute grounds for revocation of such Zoning Certificate.

NOTE: AN OCCUPANCY PERMIT IS REQUIRED BEFORE MOVING IN

Signature: _____

Name: _____ Please print

General Contractor: _____

Name: _____ Please print

Applicant: _____

Name: _____ Please print



Village of Richfield's Application Requirements

APPLICATION CONTENTS: Applications for a zoning certificate shall, as a minimum, contain the following:

1. The name, address and telephone number of the applicant requesting the certificate.
2. The name, address and telephone number of the property owner(s).
3. The location of the property including the street address.
4. A brief description of the intended use.
5. The current and desired zoning classification of the property.
6. A listing of all property owners within 500 feet of the subject property.
7. Preliminary development plans as outlined in requirement below.

DEVELOPMENT PLANS REQUIRED: Development plans shall be submitted to the Zoning Inspector for review by the Planning and Zoning Commission. **A complete application by the property owner or his authorized agent shall be received by the Zoning Inspector not less than fourteen days prior to a regularly scheduled Planning and Zoning Commission meeting in order to be placed on the agenda for that meeting.**

PRELIMINARY DEVELOPMENT PLAN: A preliminary development plan shall be drawn at a scale of no less than 50 feet to one inch and shall include the following:

1. **Survey:** a survey of the property by a registered surveyor showing topography at two foot intervals; land owned and proposed for the development; adjoining lots, location of oil and gas wells, easements' and zoning on subject property and on adjoining properties.
2. **Buildings:** the location, area, height and use of all existing and proposed main and accessory buildings; distances of building to property lines; nearest buildings on adjoining properties.
3. **Traffic:** the proposed system of on-site vehicular circulation, and locations of access drives.
4. **Parking areas:** the layout and estimate of the number of spaces; distances from parking areas and drives to property lines.
5. **Signs:** the location, size, and height, of all signs to be placed on the property; and
6. **Landscaping:** the location and sizes of areas to be landscaped.

FINAL DEVELOPMENT PLAN: The Final Development Plans shall incorporate agreed upon revisions of the preliminary development plan and shall include all the information contained in the Preliminary Plan and in addition shall include the following:

1. **Buildings:** the general design, materials, and colors of the existing/proposed main and accessory buildings.
2. **Traffic:** methods for control of traffic; width and location of access drives; type of pavement and curbing.
3. **Parking access:** the number of spaces; type of pavement.
4. **Utilities:** the location, size and grade for all utility installations and connections to present or proposed facilities.
5. **Signs:** the type of illumination, materials, colors and content of all signs to be placed on the property.
6. **Site development:** grading plan; erosion control; landscaping plan showing location, number and size of plant materials, their scientific and common names; exterior lighting plan.
7. **Agreements:** preliminary drafts of all agreements, contracts, dedications, deed restrictions, easements, sureties and other instruments as may be required.
8. **Floor plans:** floor plan(s) at a scale of one-quarter inch to the foot (1/4" = 1') shall be provided showing existing and or proposed uses.

