

CLARIDON TOWNSHIP ZONING REGULATIONS  
APPENDIX A: FORMS                      APPLICATION FOR ZONING CERTIFICATE

**APPLICATION FOR A ZONING CERTIFICATE**

**CLARIDON 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: \_\_\_\_\_
- B. Name of Owner of Record: \_\_\_\_\_  
Address of Owner of Record: \_\_\_\_\_  
Telephone Number of Owner of Record: \_\_\_\_\_
- C. Address 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).
- E. Attach a legal description of 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 or structures 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

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structures on the lot or of any addition or structural alteration to existing buildings or structures.

6. The setback (in feet) from all lot lines of proposed buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures.
  7. The height (in feet) of existing buildings or structures on the lot.
  8. The height (in feet) of proposed buildings or structures on the lot or of any addition or structural alteration to existing buildings or structures.
  9. The name and location of the existing road(s), public and private, adjacent to the lot.
  10. The number of dwelling units existing (if any) and proposed for the lot.
  11. The location, dimensions (in feet), and number of parking spaces existing (if any) and proposed.
  12. For commercial and restricted industrial uses: The location, dimensions (in feet), and number of loading/unloading spaces.
  13. The location and dimensions (in feet) of any existing or proposed easements on the lot.
  14. The location and description of existing and proposed landscaping and buffer areas on the lot.
  15. The existing topography of the lot, at contour intervals of two (2) feet, and a final grading plan.
  16. The location of any exterior lighting fixtures, their maximum lumens and documentation that they are, and will be installed as, full cutoff fixtures.
  17. For commercial and industrial uses: the location and dimensions of any exterior display, sales, or storage areas on the lot.
  18. 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 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).
- K. Two (2) copies of an erosion control plan as required by Section 400.03 of this resolution or written documentation of plan approval from the Geauga Soil and Water Conservation District.
- L. Provide a copy of the driveway culvert pipe permit issued by the appropriate governmental authority, if applicable.
- M. Documentation shall be provided that the appropriate governmental agency has approved the sewage treatment facility to serve the proposed use on the lot.

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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 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 (\$1,000.00), or both.

I hereby consent to the inspection of the subject property 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: \_\_\_\_\_