

Section 9.04 Application Procedure for a Zoning Certificate

1. General:

Before constructing, changing the use of, or altering any building, including accessory buildings, or changing the use of any premises within a OF, TC or BP Zoning District, application shall be made to the following contact person for a zoning certificate:

Zoning Inspector
Poland Township Zoning Office
3339 Dobbins Road
Poland, Ohio 44514
Telephone: (330) 757-0733

2. Application Procedure:

- a. The application for approval of a zoning certificate for any building or use within an AG Agricultural, E Estate, R-1 or R-2 Residential District shall include the following information:

(1) A site plan showing the following:

- (a) The dimensions of the lot (e.g. lot width and lot depth).
- (b) Location of all buildings and other structures on the lot.
- (c) Front and side elevation plan of the principal building.
- (d) Total square feet of living area.
- (e) Height of all buildings and other structures.
- (f) Required front, side and rear yard building setback lines with dimensions shown.
- (g) Number of fireplaces, where applicable.
- (h) Number and location of garage structures on the lot.

- b. The application for approval of a zoning certificate for any building or use within the R-3 Residential, OF Office, TC Town Center, BP Business Park or any PUD Planned Unit

Development District shall include the following information as required by each of the township departments listed below:

(1) The applicant shall submit to the Zoning Department:

- (a) One (1) set of prints showing the Site Plan prepared according to the requirements of Article VII, Section 7.33.
- (b) One (1) set of prints showing the Interior Building Floor Plans.
- (c) One (1) set of prints showing the Exterior Building Elevation.
- (d) One (1) set of prints showing the layout and area dimensions of Pedestal/Building mounted signs.
- (e) Where plans include new construction, one (1) set of prints and documentation shall be submitted showing on-site storm water retention plans and calculations and shall accompany the site plan filed with the Zoning Department. The storm water plans and specifications shall be reviewed by the Mahoning County Engineer to ensure that they are designed in accordance with the storm water drainage requirements on file in the Mahoning County Engineer's Office.
- (f) One (1) copy of a detailed sedimentation control plan approved by the Mahoning County Soil and Water Conservation District. The sedimentation control plan shall include the entire property showing the grading and surface drainage modifications that will be made in preparing the site for development for each building phase of the overall development.
- (g) For all new developments, one (1) set of storm water detention areas and calculations approved by the Mahoning County Engineer, and septic approval by the Mahoning County Health Department.
- (h) The location, total floor area and shape of all buildings and other structures to be erected, altered or moved.
- (i) The location of all existing structures on the property.
- (j) The existing and proposed use of the property.
- (k) The total number of dwelling units in each building for any development in an R-3 Residential or PUD Planned Unit Development District.
- (l) Any other pertinent information required to assisting the appropriate

departments in conducting an adequate review of the proposed development.

The Zoning Department shall review the application for a zoning certificate, site plan, construction blueprints, and other applicable materials to determine conformance with the applicable zoning district regulations.

(2) Road Department:

The site plan shall be reviewed by the Office of the Township Road Superintendent, and reviewed and approved by the Mahoning County Engineer's Office in accordance with the design criteria prescribed by the office of the Mahoning County Engineer. The applicant shall submit the following information to the Zoning Department to be reviewed and approved by the Township Road Department and the Mahoning County Engineer:

- (a) One (1) set of prints showing the site plan prepared according to the requirements of Article VII, Section 7.33.
- (b) Two (2) copies of topographic and hydrological maps.
- (c) On-site surface retention plans and storm water calculations.
- (d) Contact Person: Township Road Superintendent
7508 Clingan Road
Poland, Ohio 44514
Telephone: (330) 757-0733

(3) Issuance of Zoning Certificate:

Within thirty (30) days after receipt of the application, the Zoning Inspector shall issue a zoning permit if the application complies with the requirements of this Resolution and the application is accompanied by a proper filing fee. If such permit is refused for cause, the Zoning Inspector shall notify the applicant within thirty (30) days of such refusal and cause.

Each application shall clearly state that unless construction is started within one (1) year from the date of issuance, or substantially completed within two (2) years, the zoning permit shall be void.

- c. No zoning certificate shall be issued for any structure, which has ingress or egress to a state highway until the owner of such property has secured a permit from the Ohio Department of Transportation in accordance with regulations adopted by that department.
- d. Any or all of the following conditions shall cause the Zoning Certificate to become void:
 - 1. Use is changed from the original application.

2. The Zoning Certificate issued is in conflict with the provisions of this Resolution.
 3. There is any violation of a statute of the State of Ohio, or any violation of a County code or regulation and/or any condition on which the Certificate was issued.
 4. If the continuance of any work becomes dangerous to life or property in the opinion of the Township Zoning Inspector.
 5. If any false statements or misrepresentations have been made in the application on which the approval was based.
- e. A Notice of Revocation of a Zoning Certificate shall be in writing and shall be served upon the owner, his agent or the person having charge of the work. A Revocation Notice shall also be posted upon the building or operation in question by the Township Zoning Inspector. After the notice is received or posted it shall be unlawful for any person to proceed with any operation for which such Certificate was issued. No part of the fees for such Certificate shall be refunded.

If the Zoning Certificate becomes void, a new Zoning Certificate must be applied for, with all of the requirements of the original application, including the payment of the appropriate fees. (10/13/2005)