

Bainbridge Township

Geauga County

ZONING INSPECTOR

OFFICES
17826 CHILLICOTHE ROAD
BAINBRIDGE TOWNSHIP, OHIO 44023
(440) 543-9871
FAX (440) 543-4654

BAINBRIDGE TOWNSHIP ZONING CERTIFICATES

Attached is an Application for Bainbridge Township Zoning Certificate. The following section from Chapter 109 of the Bainbridge Township Zoning Resolution indicates when and by whom Zoning Certificates are required:

109.03 ZONING CERTIFICATE REQUIRED: EXEMPTIONS

(a) Unless excepted as provided in this Zoning Resolution, no person within the Township without obtaining a Zoning Certificate therefore shall:

- (1) Locate, relocate, erect, construct, reconstruct, enlarge or structurally alter any building or structure.
- (2) Establish a new use or change the use of any building, structure, land or premises, whether such use is permitted, accessory, conditional or nonconforming.

(b) No Zoning Certificate shall be required for any building, structure, land or premises specifically exempted by this Zoning Resolution, *Ohio R.C. 519.211* or *Ohio R.C. 519.21*, however compliance with all other provisions of this Zoning Resolution shall be required for such exemptions as may be lawful. If provisions of the Ohio statutes exempt any person from obtaining a Zoning Certificate from the Township, such person shall, prior to commencing construction or operations, submit an application for zoning certificate to the Zoning Inspector and provide such information as may be necessary to substantiate the validity and legality of such exemption and so as to complete Township records.

(c) No Zoning Certificate shall be issued unless the application and plans therefore fully comply with the provisions of this Zoning Resolution in effect at the time of filing the application, nor unless any necessary action or approval of the Board of Zoning Appeals is obtained in writing prior to issuance.

Fees for Zoning Certificates are established by the Bainbridge Township Trustees. The fee schedule is available by request, on the Bainbridge Township Website www.bainbridgetwp.com, and posted in the office of the Bainbridge Township Fiscal Officer.

The Zoning Certificate is NOT a building permit, and the applicant should check with Geauga County for any additional permits required by the County for buildings, driveways, septic systems and wells.

The Zoning Certificate does NOT relieve the applicant of the responsibility of adhering to deed restrictions and/or regulations of a subdivision Architectural Review Board (ARB) for those subdivisions with an ARB.

The applicant is to complete Application for Zoning Certificate – pages 1 – 4 for all applications. Additionally Non-residential Addendum - pages 5 and 6 are to be completed for all non-residential buildings, structures and uses.

Application No: _____

APPLICATION FOR BAINBRIDGE TOWNSHIP ZONING CERTIFICATE

Incomplete applications will not be accepted

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 in this application.

APPLICATION SHALL BE COMPLETED BY THE APPLICANT (Please legibly Print or Type)

A. Name of Applicant: _____ E-Mail _____

Address: _____ City: _____ State: _____ Zip: _____

Day Telephone No: _____ Evening No: _____ Cell No: _____

B. Name of Owner of Record: _____ E-Mail _____

Address: _____ City: _____ State: _____ Zip: _____

Day Telephone No: _____ Evening No: _____ Cell No: _____

C. Address of Lot: _____ Zip: _____

Permanent Parcel Number(s) (all affected): _____

D. Attach documentation as to authority to make application (e.g. deed, contract, power of attorney, lease, or purchase agreement). Note: If the applicant is not the record title owner of the lot, then written evidence shall be required to be submitted that the applicant has the owner's consent to make application.

E. Attach a legal description of the lot, as recorded with the Geauga County Recorder.

F. Lot is presently zoned: ___ R-3A: Rural Residential, ___ R-5A: Rural Open Residential, ___ CB: Convenience Business, ___ CR: Commercial Recreation, ___ PO: Professional Office, ___ LIR: Light Industry Restricted, ___ PPP: Public Passive Park, ___ APP: Active Public Park, Other _____ (The zoning map is available at www.bainbridgetwp.com)

G. Provide a description of the existing use of the lot: _____

(detailed description) _____

Since date of: _____

H. Provide a description of the requested Zoning Application:

- ___ New Home Construction ___ Garage Attached ___ Fence ___ Home Occupation
- ___ New Business Construction ___ Garage Detached ___ Pond ___ Driveway
- ___ Addition (type) _____ ___ Accessory Building ___ Pool ___ Change of Use
- ___ Porch ___ Deck ___ Alteration Interior ___ Sign Type _____ ___ Colocation
- ___ Landscape Additions or Alterations (including uncovered patios) Description _____
- ___ Other _____

Provide a description of the proposed use of the new structure or new use of the lot:

I. Fill in all dimensions or requested information on the following pages. (Application No. _____)
Attach drawings per instructions in J & K.

- (1) Name of Road or Street: _____
- (2) Main Road Frontage: _____ feet
- (3) Area of Lot: _____ Square Feet or Acres
- (4) Lot Width (at the front building line) _____ feet
- (5) Depth of lot from Right of Way: _____ feet
- (6) Driveway Setback from side lot line in feet: _____ Drive Width _____ Drive Length _____
- (7) Setback from the Road Right of Way of the Proposed Structure: _____ feet
- (8) Setback from the rear lot line of the Proposed Structure: _____ feet
- (9) Setback from side lot lines of the Proposed Structure: (specify N, S, E or W) _____ feet _____ feet
For odd shaped lots _____ feet, _____ feet, _____ feet
- (10) Dimensions of Proposed Structure: Length _____ feet, Width _____ feet,
- (11) Highest Point of Proposed Structure from Established Grade: _____ feet
- (12) Square Feet of area of Proposed Structure: _____
- (13) Total Square feet of lot coverage _____ (include all buildings, drives and hard surface areas)
- (14) Number of off street parking spaces to be provided (non-residential) _____

J. Attach three (3) copies of the building plans in addition to three (3) copies of a plan or map, drawn to scale, with a north arrow showing the following information: (For non-residential provide 5 copies of each)

- (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; and a copy of the floor plan for each floor of the building or structure.
- (5) The total amount of square feet of floor space for each floor of proposed buildings or 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 and the distance between detached buildings and 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 and proposed for the lot, if any.
- (11) The location, dimensions (in feet), and number of parking spaces existing and proposed if any.
- (12) For non-residential 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 document that they are, and will be installed as, full cutoff fixtures.
- (17) For non-residential 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.
- (19) The location of the well and any waste water treatment system or septic system.
- (20) The location of any Riparian areas on the lot including required setback dimensions.

K. Provide the type and design of any sign(s).

- (1) Attach three (3) copies of a drawing, drawn to scale and dated, showing the following information:
 - a. The dimensions in feet of the sign. *(Measurement method(s) to comply with the provisions in the Bainbridge Township Zoning Resolution)*
 - b. The area of the sign in square feet. *(Measurement method(s) to comply with the provisions in the Bainbridge Township Zoning Resolution)*
 - c. The location of the sign on the building, structure, or lot including dimensions (in feet) from the front and side 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)
 - g. The total square feet of all existing signage on the lot and building(s).

L. Provide a copy of the approval letter or permit, and the erosion control plan as applicable, from the Geauga Soil and Water Conservation District concerning the storm water management and Erosion Control Plan. (440-834-1122). Applicable to projects with soil disturbance of 300 square feet or more.

M. The Application Fee. Please make checks payable to Bainbridge Township.

Supplemental information may be requested as deemed necessary by the Township Zoning Inspector to insure compliance with the Bainbridge Township Zoning Resolution.

An insufficient funds fee of \$35.00 will be charged to the applicant for all returned checks.

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 (\$1000.00), or both.

I hereby consent to the inspection of the subject lot(s) and of any buildings or structures to be constructed thereon by the Township Zoning Inspector during construction and within thirty (30) days from notification of the completion of any buildings or structures.

Lot lines shall be marked, building site staked and the Township Zoning Inspector notified one week before breaking ground on permits involving construction and also notified upon completion of construction.

I hereby acknowledge that I understand that if the construction or use described in the Zoning Certificate has not begun within twelve (12) months from the date of issuance or if construction has begun within twelve (12) months and said construction has not been completed within two (2) years from the date of issuance, said Zoning Certificate may be revoked by the Township Zoning Inspector.

Applicant Name printed: _____

Applicant Signature: _____ **Date:** _____

Additional Important Information and Telephone Numbers

A Geauga County Building Permit is required for all construction in Geauga County. Telephone No. 440-279-1780
 Geauga Soil and Water Conservation District Office. Telephone No. 440-834-1122
 Geauga County Health Dept. for new construction or expansion. Telephone No. 440-279-1900
 Bainbridge Township Fire Dept. for all non-residential construction. Telephone No. 440-543-9873
 Ohio EPA, Twinsburg Telephone No. 1-800-686-6330
 Bainbridge Township Zoning Inspector Telephone No. 440-543-9871; E-mail – Zoning@BainbridgeTwp.com
 Property and Zoning information is available at www.bainbridgetwp.com and <http://geaugarealink.co.geauga.oh.us/realink>

**BAINBRIDGE TOWNSHIP ZONING DEPARTMENT
FOR OFFICIAL USE ONLY**

APPLICATION NUMBER: _____

ZONING CERTIFICATE NUMBER: _____

ADDRESS: _____

DATE APPLICATION RECEIVED: _____

AMOUNT OF FEE PAID: \$ _____ **CASH:** ____ **CHECK:** ____ # _____

DATE OF ACTION ON APPLICATION: _____

DOCUMENTATION: **BUILDING PLANS** ____; **SITE PLAN** ____; **DEED** ____; **EROSION PLAN** ____;
OTHER _____

DATE APPLICATION APPROVED: _____

DATE ZONING CERTIFICATE ISSUED: _____

DATE APPLICATION DISAPPROVED: _____

Appeals shall be taken within twenty (20) days after the decision of the Zoning Inspector by filing a notice of appeal.

IF APPLICATION DISAPPROVED, REASON(S) FOR DISAPPROVAL: See Zoning Letter

For zoning applications approved with
variances or conditional uses

BZA Approval Date _____

BZA Disapproval Date _____

BZA Hearing No. _____

I hereby acknowledge the receipt of this application for a Zoning Certificate on

Date

Signature of Zoning Inspector

Print Name