

APPLICATION FOR BAINBRIDGE TOWNSHIP ZONING CERTIFICATE

Incomplete applications will not be processed. (DO NOT USE 2-SIDED PAPER)

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 OWNER OF THE PROPERTY OR HIS/HER AUTHORIZED REPRESENTATIVE (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 in addition to proof of ownership.

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, MUP: Mixed Use PUD, 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	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. **Dimensions are to match the building plan and map.**

- (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 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.

L. 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
- Gauga Soil and Water Conservation District Office. Telephone No. 440-834-1122
- Gauga 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: _____

Application is complete _____ or Application is incomplete _____

Missing Documentation: _____

DATE COMPLETE APPLICATION RECEIVED: _____

DOCUMENTATION: BUILDING PLANS __; SITE PLAN __; DEED __; EROSION PLAN __;
OTHER _____

RECEIVED FROM: _____

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

DATE OF ACTION ON APPLICATION: _____

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