

HOW TO COMPLETE ZONING APPLICATIONS



AN INFORMATIONAL BROCHURE ON HOW TO SUCCESSFULLY COMPLETE A ZONING CERTIFICATE APPLICATION, A CONDITIONAL USE ZONING CERTIFICATE APPLICATION, A VARIANCE REQUEST APPLICATION, AND AN APPLICATION TO ALLEGE ERROR BY THE ZONING INSPECTOR.

FOR MORE INFORMATION

CONTACT:

CHESTER ZONING INSPECTOR:

440.729.9201

OR VISIT

www.chestertwp.net/zoning.html

APPLICATION FOR A ZONING CERTIFICATE

WHAT DO I FILL OUT?

For all new construction fill out **Form 1**-the general application. For a new sign, or change of text, fill out **Form 2**-the sign application.

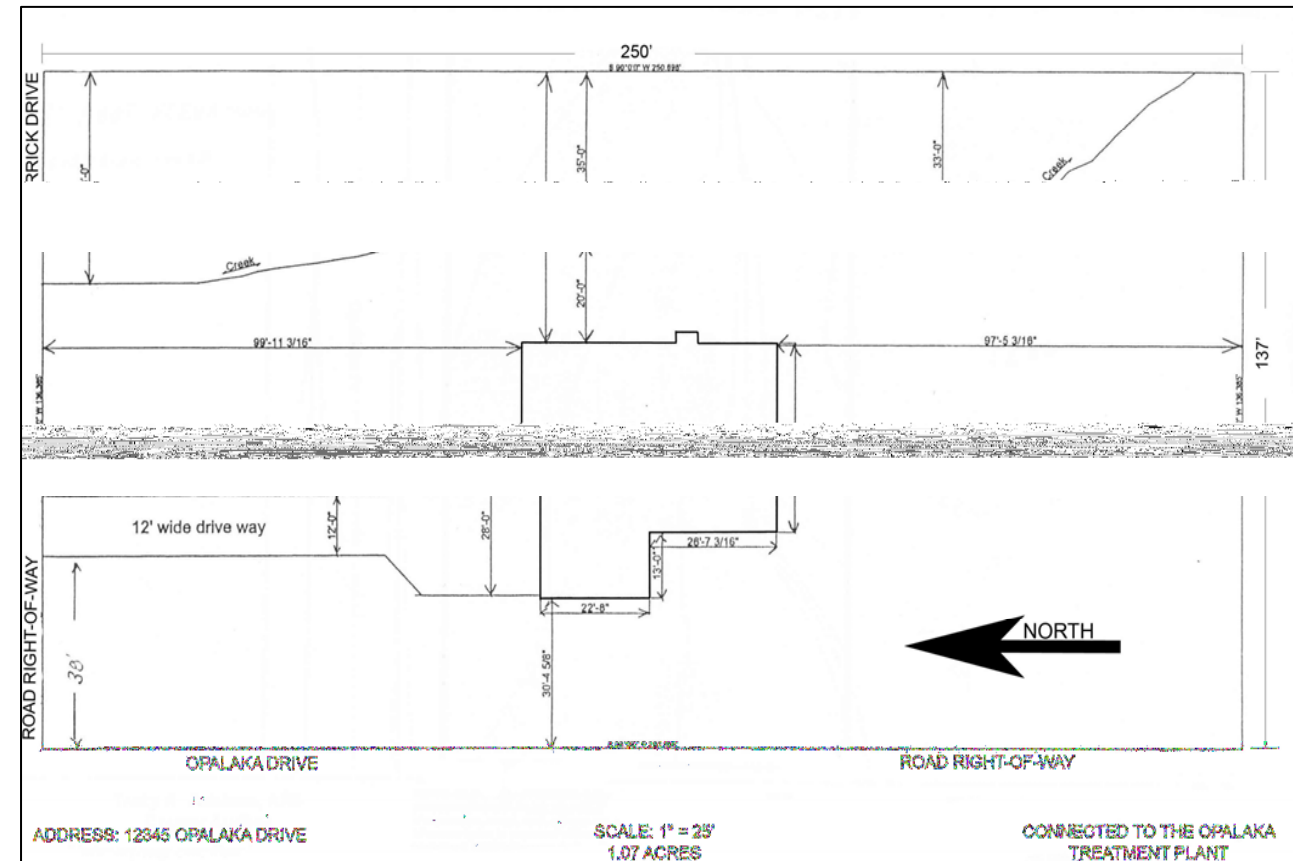
WHAT YOU ARE APPLYING FOR	WHAT FORM AND SECTIONS TO FILL OUT
New Home	Form 1: 1,2,3,4
New Commercial/Industrial building	Form 1: 1,2,3,4,
New Business in an Existing Building	Form 1: 1,4, and Form 1-A
Garage	Form 1: 1,2,3,4
Accessory Bldg.	Form 1: 1,2,3,4
Pool (Above Ground)	Form 1: 1,2,3,4
Pool (In Ground)	Form 1: 1,2,3,4
Home Occupation	Form 1: 1, and Form 1-A
Deck/Gazebo/Porch	Form 1: 1,2,3,4
Sign (Not Monument)	Form 2: 1,2,4
Monument Sign	Form 2: 1,2,3,4
Addition	Form 1: 1,2,3,4

PLEASE WRITE N/A IN ALL OPEN SPACES IN THE SECTIONS YOU ARE NOT REQUIRED TO COMPLETE.

IF I AM DOING REMODELING, BUT I AM NOT CHANGING THE FOOTPRINT OF MY BUILDING, DO I NEED A ZONING CERTIFICATE?

No. A Zoning Certificate is not required if the owner of the building is doing routine maintenance or remodeling to their building, as long as the footprint or size of the building will remain the same. The owner just needs to send a letter to the zoning office giving a brief description of the project, to receive a letter of acknowledgement from zoning.

EXAMPLE SITE PLAN:



HOW DO I KNOW WHAT VOLUME AND PAGE MY PROPERTY IS DESCRIBED IN?

All of the information requested above can be found in the Geauga County GIS system. This system is located on the web at: <http://www.auditor.co.geauga.oh.us/ag/>

WHEN IS SEWER/SEPTIC PERMIT INFORMATION NEEDED?

This information is only needed for the construction of new homes or business where sewage permit has not been established.

WHAT IS A SITE PLAN?

A site plan is a drawing of the property that shows all of the requirements asked for in the "Plans and Maps" section of all zoning applications. Above is an example of a site plan for a home. This example is a good start for creating a site plan, but keep in mind that your site plan may vary from the example depending on what you are applying for. Some things to keep in mind while making a site plan is that you need to mark the site plan with a north arrow, and the plan must be drawn to scale-with the scale indicated.

IS AN AERIAL PHOTOGRAPH ACCEPTABLE FOR A SITE PLAN?

Drawing your site plan on an aerial photograph of the property (from the GIS) is acceptable for a general or sign zoning application. A site plan on an aerial photograph is not acceptable however for a BZA appeal.

WHERE CAN I FIND A LEGAL DESCRIPTION OF MY LOT, AS RECORDED WITH THE GEAGA COUNTY RECORDER?

A legal description of the lot can be found in the Geauga County GIS system. This system is located on the web at:

<http://www.auditor.co.geauga.oh.us/ag/>

IF MY ACCESSORY BUILDING IS GOING TO BE PLACED ON SKIDS, THEN DOES IT REQUIRE A ZONING CERTIFICATE?

Yes. All accessory buildings, no matter what their foundation is, require a Zoning Certificate.

APPLICATION FOR A CONDITIONAL USE ZONING CERTIFICATE

WHAT CONDITIONAL USES ARE ALLOWED IN THE DIFFERENT ZONING DISTRICTS?

- RESIDENTIAL
 - Churches/Places of Worship
 - Private or Public Golf Courses
 - Memorial Parks
 - Museums
- COMMERCIAL
 - Golf Driving Ranges and Miniature Golf
 - Limousine and Taxi Services
- SHOPPING CENTER
 - Gamerooms

HOW DO I FIND THE NAMES OF ALL OF THE PROPERTY OWNERS WITHIN 500 FEET OF THE LOT?

This information will be supplied by the zoning inspector when the application is submitted to the Zoning Office.

HOW DO I FIND THE EXISTING TOPOGRAPHY OF MY LOT?

This information can be found in the Geauga County GIS system. This system is located on the web at:

<http://www.auditor.co.geauga.oh.us/ag/>

PLEASE NOTE: ALL APPLICATIONS FOR A CONDITIONAL USE ZONING CERTIFICATE MUST BE APPROVED BY THE BOARD OF ZONING APPEALS. THIS PROCESS COULD TAKE UP TO 90 DAYS OR MORE.

WHICH FORM DO I FILL OUT TO APPLY FOR A ZONING VARIANCE?

There are three forms that can be used to apply for a Zoning Variance. The first form, **Form 4**, should be used if the desired variance involves changing the regulations of the size or the measurements of a proposed structure or of the lot. One example of an Area Variance would be asking to build a barn within the lot line setback. The second form, **Form 5**, should be used if you are applying for a Use Variance. This form should be completed if you want to change the use of a lot. For example, if a company buys a house in a residential district, and wants to use it commercially, then they would need a use variance. The final form, **Form 6**, should be completed if you feel that the Zoning Inspector made an error in disallowing your Zoning Application.

APPLICATION FOR AN AREA VARIANCE (FORM 4) AND APPLICATION FOR A USE VARIANCE (FORM 5)

HOW DO I FIND THE NAMES OF ALL OF THE PROPERTY OWNERS WITHIN 500 FEET OF THE LOT?

This information will be supplied by the zoning inspector when you turn in your application.

WHICH FORM DO I USE IF I WANT A VARIANCE FOR A SIGN?

If you are applying for a sign variance you should complete Form 4 for an area variance.

PLEASE NOTE: WHEN FILLING OUT FORM 4 OR 5, TAKE SPECIAL CONSIDERATION IN COMPLETEING SECTION 4. THE BZA WILL USE THE ANSWERS TO THE QUESTIONS IN SECTION 4 IN MAKING A DECISION ON YOUR CASE.

APPLICATION FOR A ZONING VARIANCE-ALLEGED ERROR BY THE ZONING INSPECTOR (FORM 6)

HOW DO I FIND THE NAMES OF ALL OF THE PROPERTY OWNERS WITHIN 500 FEET OF THE LOT?

This information will be supplied by the zoning inspector when you turn in your application.

WHERE CAN I FIND MORE INFORMATION ON ZONING REGULATIONS?

All zoning regulations are listed in the Chester Township Zoning Resolution. The

Resolution is posted on our zoning website. This website is also has links to zoning applications, various other county departments, the Zoning Commission, and the Board of Zoning Appeals. The web address is:

<http://www.chestertwp.net/zoning.html>

This is a publication of the Chester Township Zoning Department.

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