

CERTIFICATE NUMBER:

FORM NO. 1  
APPLICATION FOR CHESTER TOWNSHIP  
ZONING CERTIFICATE  
GENERAL APPLICATION

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 (PLEASE PRINT)**

**SECTION 1-GENERAL INFORMATION**

For Official Use:  Section One is Complete.

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SUITE NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

HOME TELEPHONE NO.: \_\_\_\_\_ BUSINESS TELEPHONE NO.: \_\_\_\_\_

ADDRESS OF LOT (IF DIFFERENT FROM APPLICANT'S CURRENT ADDRESS): \_\_\_\_\_

NAME OF OWNER OF RECORD\*: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ SUITE NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

HOME TELEPHONE NO.: \_\_\_\_\_ BUSINESS TELEPHONE NO.: \_\_\_\_\_

**\*If the name of the applicant is different from that of the owner of record, then you must provide documentation as to authority (standing) to make application (e.g., deed, contract, power of attorney, lease, or purchase agreement), and the signature of the legal owner.**

LOT PRESENTLY ZONED:     RESIDENTIAL     COMMERCIAL/ SHOPPING CENTER     INDUSTRIAL

PRESENT USE OF LOT: \_\_\_\_\_ FOR HOW LONG: \_\_\_\_\_

**PROVIDE A DESCRIPTION OF THE PROPOSED USE OF THE LOT:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> NEW CONSTRUCTION                           | <input type="checkbox"/> DECK            | <input type="checkbox"/> POOL (IN-GROUND) |
| <input type="checkbox"/> NEW RESIDENCE                              | <input type="checkbox"/> GAZEBO          | <input type="checkbox"/> PORCH _____      |
| <input type="checkbox"/> GARAGE <input type="checkbox"/> (ATTACHED) | <input type="checkbox"/> HOME OCCUPATION | <input type="checkbox"/> ADDITION _____   |
| <input type="checkbox"/> ACC. BLDG. _____                           | <input type="checkbox"/> REMODELING      | <input type="checkbox"/> OTHER _____      |

**PLEASE ATTACH THE FOLLOWING AND CHECK THE APPROPRIATE BOX WHEN COMPLETE:**

1. A legal description of the lot, as recorded with the Geauga County Recorder.
2. **IF THE PROPOSED USE IS COMMERCIAL OR INDUSTRIAL:** A commercial/industrial addendum needs to be completed (Form I-A).

**SECTION 2-PLANS AND MAPS**

For Official Use:  Section Two is Complete.

**ATTACH TWO (2) COPIES OF A PLAN OR MAP, DRAWN TO SCALE (WITH SCALE INDICATED), WITH A NORTH ARROW AND DATE SHOWING THE FOLLOWING INFORMATION:**

CHECKBOXES ARE FOR OFFICIAL USE ONLY:

- 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. A blueprint or similar accurate building plan [11"X17"] of proposed buildings or additions is required.
- 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.
- 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, SHOPPING CENTER, AND 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 levels of two (2) feet, and a final grading plan.
- 16. The locations of all exterior lighting fixtures to include their initial lumen ratings and documentation that they are, and will be installed as, full cutoff fixtures (if 2,500 initial lumens or greater) as defined in the Zoning Resolution.
- 17. Provide a copy of the driveway culvert pipe permit issued by the appropriate governmental authority, if applicable.
- 18. Documentation shall be provided that the appropriate governmental agency has approved the sewage treatment facility to serve the proposed use on the lot.
- 19. **For lots under five (5) acres:** Provide an erosion control plan as discussed with the Zoning Inspector. **For lots five (5) acres and over:** Provide two (2) copies of the approval letter or permit, as applicable, from the Geauga Soil and Water Conservation District concerning the stormwater management and erosion control plan as required in the Zoning Resolution.
- 20. Does the listed parcel on this application have a gas well?  YES  NO  NA
- 21. Are there any gas and oil wells within 750 feet of this structure?  YES  NO  NA

**SECTION 3-PROPERTY INFORMATION**

For Official Use:  Section Three is Complete.

TYPE OF SEWAGE DISPOSAL: \_\_\_\_\_ SEWAGE PERMIT NUMBER: \_\_\_\_\_

NAME OF ROAD OR STREET ON WHICH THE LOT HAS FRONTAGE: \_\_\_\_\_

MAIN ROAD FRONTAGE: \_\_\_\_\_ FEET

SETBACK FROM THE ROAD RIGHT-OF-WAY: \_\_\_\_\_ FEET

DISTANCE OF THE PROPOSED STRUCTURE FROM THE REAR LOT LINE: \_\_\_\_\_ FEET

DEPTH OF LOT FROM RIGHT-OF-WAY: \_\_\_\_\_ FEET

DIMENSIONS OF PROPOSED HOUSE, BUILDING, OR ADDITION:

LENGTH \_\_\_\_\_ FEET WIDTH: \_\_\_\_\_ FEET

HIGHEST POINT OF BUILDING FROM ESTABLISHED GRADE\*: \_\_\_\_\_ FEET

*\*See definition of building height in the Zoning Resolution*

AREA OF LOT: \_\_\_\_\_ SQ. FEET OR ACRES

LOT WIDTH (At front building line): \_\_\_\_\_ FEET

BRIEF DESCRIPTION: Lot is described in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Geauga County Record of Deeds.

This record was filed on: \_\_\_\_\_.

**SECTION 3-PROPERTY INFORMATION (CONTINUED)**

PERCENTAGE OF LOT GREEN AREA (Non-residential): \_\_\_\_\_ %

NUMBER OF OFF-STREET PARKING SPACES TO BE PROVIDED (Non-Residential): \_\_\_\_\_

PROVIDE THE SQUARE FEET OF THE FOLLOWING IF APPLICABLE:

LIVING AREA (Residence): \_\_\_\_\_ SQ. FEET

GARAGE: \_\_\_\_\_ SQ. FEET

ACCESORY BUILDING: \_\_\_\_\_ SQ. FEET

COMMERCIAL: \_\_\_\_\_ SQ. FEET

INDUSTRIAL: \_\_\_\_\_ SQ. FEET

**SECTION 4-SIGNATURE**

For Official Use:  Section Four is Complete.

**A NON-SUFFICIENT FEE OF \$30.00** will be charged to the applicant for all returned checks. **All zoning fees are non-refundable.**

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 the penalty for falsification is imprisonment for not more then six (6) months, or a fine of not more than one thousand dollars (\$1,000), or both.

I hereby consent to the inspection of the subject lot and of any buildings or structures to be constructed there-on 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 Zoning Inspector.

I hereby acknowledge receipt of a wetlands booklet (Army Corp. of Engineers).

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**NOTE: THE ZONING INSPECTOR SHALL APPROVE OR DISAPPROVE THIS APPLICATION WITHIN THIRTY (30) DAYS.**

**ADDITIONAL IMPORTANT INFORMATION AND TELEPHONE NUMBERS**

OFFICE NAME	PURPOSE	PHONE NUMBER
GEAUGA COUNTY BUILDING DEPT	A building permit is required for all construction in Geauga county.	1.440.279.1780
GEAUGA SOIL AND WATER	For assistance with stormwater management and erosion control plans.	1.440.834.1122
GEAUGA COUNTY HEALTH DEPT.	For new construction or expansion.	1.440.279.1900
CHESTER TWP. FIRE RESCUE DEPARTMENT	For all Commercial or Industrial construction.	1.440.729.9951
OHIO EPA (TWINSBURG OFFICE)	For assistance with obtaining applicable permits	1.800.686.6330
GEAUGA COUNTY ENGINEER'S OFFICE	Driveway permit for culvert pipe installation for all new construction.	1.440.279.1800
ARMY CORP. OF ENGINEERS (ORWELL OFFICE)	For wetland delineation.	1.440.437.5841

**FOR OFFICAL USE ONLY:**

CERTIFICATE NUMBER:

ALL SECTIONS ARE COMPLETE:

THIS APPLICATION IS INCOMPLETE (MORE INFORMATION NEEDS TO BE PROVIDED):  DATE: \_\_\_\_\_

DATE APPLICATION RECEIVED: \_\_\_\_\_

DATE OF ACTION ON APPLICATION: \_\_\_\_\_

VARIANCE: \_\_\_\_\_

DECISION:  APPROVED  DENIED

DATE ZONING CERTIFICATE ISSUED: \_\_\_\_\_

DATE APPLICATION DISAPPROVED: \_\_\_\_\_

IF APPLICATION DISAPPROVED, REASONS FOR DISAPPROVAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT OF FEE PAID: \$ \_\_\_\_\_ DATE PAID: \_\_\_\_\_  CASH  CHECK # \_\_\_\_\_

I HEREBY ACKNOWLEDGE THE RECEIPT OF THIS APPLICATION FOR A ZONING CERTIFICATE THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**CHESTER TOWNSHIP ZONING INSPECTOR**

**NOTES:** \_\_\_\_\_

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