

# INSTRUCTIONS FOR ZONING CERTIFICATE APPLICATION

## City of Orrville, Ohio

### APPLICATION PROCEDURE

Before constructing, changing the use of or altering any building, including accessory buildings, or changing the use of any premises, or erecting signs, application shall be made to the Safety-Service Department for a zoning certificate. The application shall include the following information as applicable:

1. A plot plan drawn to scale showing the exact dimensions of the lot to be built upon (submit site plan or use the bottom of this page).
2. The location, dimensions, height and bulk of structures to be erected, including setback distances from the property lines.
3. The intended use.
4. The proposed number of sleeping rooms, dwelling units, occupants, employees and other uses, as applicable.
5. The yard, open area, parking space dimensions, proposed routing of utilities, driveways, etc.
6. Any other pertinent data as may be necessary to determine and provide for the enforcement of this Zoning Code.
7. Appropriate fee which is nonrefundable.

On any new housing construction, or commercial/industrial construction and/or additions, a complete set of construction plans is required for the utility review process and for possible Planning Commission approval. If construction plans are not received, a zoning certificate cannot be issued.

Within ten (10) days after receipt of the application, the Safety-Service Department shall issue a zoning certificate if the application complies with the requirements of the Zoning Code.

The zoning certificate shall become void at the expiration of six months after the date of issuance unless construction is started or the use changed as applied for in the application.

The fees for a zoning certificate shall be collected with the application.

A recreation charge of \$50 per family unit shall be charged and collected at the time a zoning certificate is issued. The recreation charge shall be used for the purchase and/or development of parklands. This charge shall apply to all dwelling units whether for single family dwellings or multifamily dwellings.

After your zoning certificate is received, you may apply for a building permit from the Wayne County Building Department at 200 Vanover Street, Wooster, OH 44691 (Phone: 330/287-5525). Zoning certificates for signs may be required to get a building permit from the County.

**Application and fee may be submitted to and questions answered by the Safety-Service Department, 207 N. Main Street, Orrville, OH 44667-1639 (Phone: 330/684-5000). The above portion of the Orrville Zoning Code, or any whole or part thereof, may be reviewed at the Safety-Service Department.**

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Use this portion of the page for your site plan, if applicable.

NAME \_\_\_\_\_