

Application for Zoning Certificate

City of Orrville, Ohio • 207 North Main Street • Orrville, Ohio 44667 • Phone 330-684-5000

STREET ADDRESS _____ LOT # _____ ZONING _____

OWNERS NAME:
MAILING ADDRESS: ▶

▶ PHONE:
FAX:
EMAIL:

APPLICANT (if different)
MAILING ADDRESS ▶

CONTRACTOR
MAILING ADDRESS ▶

PHONE:
FAX:
EMAIL:

PHONE:
FAX:
EMAIL:

PROPOSED CONSTRUCTION
OR CHANGE OF USE

EST CONST COST: \$ _____ CONSTR DIMENSIONS _____ x _____ = _____ SF

LOCATED IN FLOOD PLAIN? Yes / No HEIGHT: _____

DISTANCE TO PROPERTY LINES: Front _____ Rear _____ Right _____ Left _____

LOT SIZE: _____ x _____ = _____ SF TOTAL FLOOR AREA: _____

PROPOSED UTILITY SERVICE (Check One):

Electric 100 200 400 120/240 volt, 1.0 ph
Standard: Sanitary Sewer (6" min.); Water (1" min.)

Water & Sewer Pipe Standard Ord. 29-81 to apply.
Orrville Municipal Utilities

ELECT METERS: # BATHS POOL? LAWN SPRINKLER?

SIGNAGE: Type (Wall, Pole, Ground, Business, Directional, etc.)

↓
SIZE: (1) _____ X _____ = _____ SF HT _____ SETBACK _____
(2) _____ X _____ = _____ SF HT _____ SETBACK _____
(3) _____ X _____ = _____ SF HT _____ SETBACK _____
(4) _____ X _____ = _____ SF HT _____ SETBACK _____

TOTAL SF ON LOT ILLUM? Yes No BLDG FRONTAGE

NAME

The owner of the above property and the undersigned agree to conform to all applicable laws of the City of Orrville, and hereby certify that the information given above is correct.

Sign Here →

_____ Date

See reverse side for additional instructions.

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.
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 428 West Market Street 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.

NAME

UTILITIES (City Use Only):	Water Service Approved: _____	Permit No. _____	TOTAL OMU
Application # _____	Sewer Service Approved: _____	Permit No. _____	FEES/DEPOSITS
	Electric Service Approved: _____	Permit No. _____	
	Others: _____	Permit No. _____	\$ _____

Comments: _____

ZONING (City Use Only):

Existing use is Permitted/Conditional/Non-Conforming. Proposed use is Permitted/Conditional/Non-Conforming.

	COMMENTS	
Zoning Approved: _____		
ZONING FEE \$ _____	PC Review _____	FINAL INSPECTIONS:
Date Paid _____	Publication _____	_____ Orrville Zoning/Planning Department
Certificate # _____	Abut owners _____	_____ Orrville Municipal Utilities
Date Issued _____	DRB Review _____	_____ Orrville Fire Department
Cert Occ Issued _____	BZA Review _____	_____ Wayne Co. Building Department
	BZA granted? _____	_____ Wayne Co. Health Department