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## **APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE/OCCUPANCY PERMIT**

**FOR A LISTING OF REQUIRED INFORMATION FOR ALL PERMITTED USES, REFER TO SECTION 5 OF THE  
SAGAMORE HILLS TOWNSHIP ZONING RESOLUTION**

*Note that before any occupancy or change of occupancy in a commercial district building occurs, application shall be made to the Zoning Inspector for a Certificate of Zoning Compliance*

<b>APPLICATION TYPE (check all that apply)</b>	
<input type="checkbox"/> New use in a <b>new</b> building	
<input type="checkbox"/> New use in an <b>existing</b> building	
<input type="checkbox"/> Change of <b>use</b> in an existing building	
<input type="checkbox"/> Change of <b>occupant</b> in an existing building	

<b>APPLICANT INFORMATION</b>	
<b>NAME OF BUSINESS OWNER:</b>	<b>BUSINESS NAME:</b>
<b>BUSINESS ADDRESS:</b>	
<b>PHONE:</b>	<b>EMAIL:</b>
<b>PROPERTY ADDRESS:</b>	
<b>PROPOSED USE:</b>	<b>SPACE SQUARE FOOTAGE:</b>
<b>ZONING DISTRICT CLASSIFICATION:</b>	

<b>PROPERTY OWNER INFORMATION</b>	
<b>PROPERTY OWNER:</b>	
<b>PROPERTY OWNER CONTACT:</b>	
<b>PROPERTY OWNER ADDRESS:</b>	
<b>PHONE:</b>	<b>EMAIL:</b>

## Site Data

Please answer each of the following questions. If any answer is “yes”, a review by the Zoning Commission may be required. Please contact the Zoning Office for details.

- |   |  |
|---|--|
| Will there be any new signs?                        | <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a sign permit is required) |
| Will there be changes to any existing signs?        | <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a sign permit is required) |
| Will there be any changes to the landscaping?       | <input type="checkbox"/> Yes <input type="checkbox"/> No                                     |
| Will there be any changes to the parking area?      | <input type="checkbox"/> Yes <input type="checkbox"/> No                                     |
| Will there be any changes to the building exterior? | <input type="checkbox"/> Yes <input type="checkbox"/> No                                     |
| Will there be any changes to the building interior? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please describe below)     |
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### **Section 5.13 Commercial District Certificate of Occupancy**

All provisions of this section in the Sagamore Hills Zoning Resolution must be followed

#### **REQUIREMENTS FOR CERTIFICATE OF ZONING COMPLIANCE/OCCUPANCY PERMIT**

- 1) A site plan (drawing) showing:
  - 1) lot dimensions
  - 2) dimensions of existing and proposed buildings
  - 3) setback building lines
  - 4) exact locations of all structures
  - 5) parking layout for the property
- 2) Interior floor plan of proposed site.
- 3) Written approval from the Macedonia Fire Department Inspector (330-468-8342) that proposed site meets all Fire Department requirements. All code violations must be signed off by Fire Inspector as corrected.
- 4) Written approval from the Summit County Division of Building Standards Building Inspector (330-630-7280) showing that the building, alterations and additions thereof, and premises have been completed in accordance with the Building Code of Summit County if interior or exterior changes have been made.
- 5) If required, an official copy of the applicant’s certificate from the Summit County Engineer (330-643-2850) showing that all street improvements have been installed and all other provisions have been completed in accordance with the Building Code of Summit County.
- 6) If required, an official copy of the applicant’s certificate from the Summit County Public Health Department (330-923-4891) showing that all the requirements of said Department have been complied with.
- 7) An approved signed permit

**Applicant Certification**

By signing below, the owner has read, understands, and agrees to the following:

- Right of Revocation – It is understood and agreed by this applicant that any error, misstatement, misrepresentation of any fact, with or without intent, such as might and/or would cause a refusal of this application, or any alteration in the accompanying plans made subsequent to the issuance of a Zoning Certificate without approval of the Zoning Inspector or Zoning Board of Appeals, shall constitute sufficient grounds for the revocation of such certificate.
- The owner agrees to allow the Zoning Inspector access to the property for on-site inspection(s) from application submittal through final approval.
- The applicant agrees to abide by the Ohio Revised Code Sections §5589.08, §5589.10 and §5589.22 in that no dirt or mud is permitted on the road right-of-way during construction and that any repair costs for damage to the roadway or parts thereof will be paid by the applicant.
- There may be deed restrictions on the property that differ from the Sagamore Hills Township Zoning Resolution. The owner is solely responsible in ensuring compliance with any deed restriction, covenants or HOA restrictions.
- The zoning permit shall become void at the expiration of one (1) year after date of issue.

The undersigned hereby applies for a Certificate of Zoning Compliance/Occupancy for the above use, and said Certificate will be issued on the basis of plan attached hereto and the representations contained herein, all of which THE APPLICANT SWEARS TO BE TRUE.

**Business Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FEE – check (only) payable to Sagamore Hills Township**  
**See Section 18 Fee Schedule**

<b><u>FOR OFFICE USE ONLY</u></b>			
Zoning Permit No.:	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied*	Fire Dept. Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
Summit Co. Bldg. Standards:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	Refer to Board of Zoning Appeals:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
Parking Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved Sign Permit:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Zoning Inspector Signature:	_____	Date:	_____
*Reason for Denial:	_____		

# SAGAMORE HILLS TOWNSHIP

## Occupancy Permit Application

### Site Plan

(or provide a separate site plan drawing including the required information below)

**Instructions:**

Use the area below to show the following:

- (a) Lot dimensions
- (b) Dimensions of existing and proposed buildings
- (c) Setback building lines
- (d) Exact locations of all structures
- (e) Parking layout for the property

Business Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

