

Sagamore Hills Township
ZONING CERTIFICATE REGULATIONS

This entire section reviewed and approved by Resolution 15-21 Adopted 5-11-15
Effective 6-9-15

Section 12.0 Zoning Certificate Regulation

Before constructing or altering any buildings, and before changing the use of any existing or altered buildings and/or lands, including accessory buildings, application shall be made to the Zoning Inspector for a zoning certificate.

- A. A zoning certificate must be issued before a Summit County building permit can be issued.
- B. No zoning certificate shall be issued without evidence that the County Health Department has approved the septic system if central sanitary sewer is not available.
- C. No zoning certificate shall be granted to build any structure where there is a proposed ingress or egress point to the roadway until the owner of such property has secured a permit from the Ohio Department of Transportation, the Summit County Engineer, or the proper township official to install a culvert of the proper size and specifications required by the respective authority.
- D. A Riparian Assessment must be completed by Summit Soil and Water Conservation District for all new construction on any properties with a stream or creek on or close to the property as part of the application submittal.

12.1 Application for Zoning Certificates

All applications for zoning certificates shall be submitted to the Zoning Inspector who shall certify them as complete only upon receipt of all submittals required by this Resolution, including the completed zoning application form and applicable fees. The Zoning Inspector shall issue zoning certificates when all applicable provisions of this Resolution have been satisfied.

The application for a zoning certificate shall include (1) site plan and also (2) building/construction plans. Prepare and submit site plans drawn to scale on sheets of paper not larger than 11 by 17 inches. Two sets of site plans containing the following information shall be submitted.

- A. The site plan shall show the following:
 - 1. Property boundary lines and exact dimensions and area of the lot to be built upon
 - 2. Title, scale and north arrow

3. The proposed use of all structures
4. The location of roads, driveways and easements
5. Indicate the zoning setback lines for proposed structures
6. Indicate areas within the 100 year floodplain
7. Indicate the location of Riparian Setbacks
8. Indicate important natural features, including streams, wetlands, ponds, etc. and proposed changes to existing natural features
9. Slopes greater than 12% require a drawing of topographic contour lines at 2' intervals of existing ground surface and of any proposed grading and filling with referenced elevations
10. Indicate location of oil and gas wells
11. Show location of septic system, proposed septic system and any reserved areas for future replacement
12. Show location of water wells(s) or proposed water wells
13. Any other pertinent data as may be necessary to determine and to provide for the enforcement of this Resolution

B. Building Plans submitted must include the following:

1. Two copies of the building/construction plans showing major details including height data. Include building elevations of the exterior of the buildings.
2. A legible 11" x 17" copy is preferred along with a full copy to be stamped for the Summit County Building Department for use when obtaining a building permit.
3. Verification of ownership of property. (ie: deed, contract, etc.)
4. If there is a HOA or deed restrictions please attach any necessary approvals.
5. If performing work in road right-of-way please attach access permit and/or road opening permit.

12.2 **Conformity with State and County Regulations**

- A. All plans and specifications for construction, reconstruction, alteration, enlargement, completion, substitutions, and extensions of buildings, structures or uses, shall be required to conform to the sanitation and building statutes, codes and/or regulations of the State of Ohio and Summit County.
- B. The Zoning Inspector shall use best efforts to approve or deny all requests for Zoning permits within thirty (30) days after receipt of a completed application.

12.3 Review by Zoning Inspector

The Zoning Inspector shall review the applicant's request to determine that the site utilization and orientation of the proposed structure is integrated with existing roads, drives, vehicular traffic patterns and pedestrian walkways abutting the property on which the proposed structure is to be built and that buffers between incompatible uses, finished grades, entrance and exit placements to and from highways are integrated with the total site construction.

12.4 Consultation

The Zoning Inspector may seek advice or assistance on all matters set forth in these resolutions.

12.5 Expiration of Zoning Certificates

Zoning Certificates are not transferable and all rights thereunder to initiate construction or use shall expire one (1) year from the date of issuance.

12.6 Inspection

The Township Zoning Inspector shall cause such inspections to be made as are necessary to secure compliance with the provisions of this Resolution.

12.7 Zoning Certificate Fees

It shall be the duty of the Township Zoning Inspector to collect fees for Zoning Certificates. Said fees are to be paid by the applicant to the Zoning Inspector upon application for a Zoning Certificate. All zoning certificate fees collected by the Zoning Inspector shall be delivered to the Fiscal Officer of Sagamore Hills Township.