



ZONING CERTIFICATE APPLICATION FOR A CONDITIONAL USE

SECTION 6 OF ZONING RESOLUTION

FORM NO. 12

The undersigned hereby applies for a zoning certificate for the following described conditional use to be issued by the Zoning Inspector on the basis of the information contained in this application and following approval by the Board of Zoning Appeals. The Zoning Inspector and the Board of Zoning Appeals may request such additional information as may be necessary to ensure compliance with the Zoning Resolution or waive requested information on this form that may not be applicable. This application shall be completed by the property owner or his authorized representative. Incomplete applications shall not be processed. Please print legibly or type all information, sign, and date this form.

1. Name of applicant: _____
2. Address: _____

Street Address	Post Office	State	Zip Code
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3. Phone No.: (____) _____
4. Email: _____
5. Attache consent letter of authorization form [Consent_Letter_of_Authoriztion.pdf](#) if applicant is not the property owner.
6. Zoning district in which the property is located. (Note: see zoning map at Russell Township website [Zoning_Map.pdf](#))
R-3 _____ R-5 _____ C-S-1 _____ C-S-2 _____ OB _____
LB _____ PPD _____ APD _____
7. Provide the specific conditional use: _____
8. This application is for:
A new conditional use _____
Renewal of an existing conditional use certificate: _____

Expansion of an existing conditional use: _____

9. Site plan and other information.

Note: See the Zoning Resolution for specific and general conditions that may apply to the conditional use. If this is a renewal, see the conditions that may apply as previously imposed by the Board of Zoning Appeals. Applicable conditions shall be shown on the site.

Three (3) copies of a site plan shall be submitted and prepared by the owner, a contractor, a licensed professional engineer or architect. If a landscaping plan is required, it shall be prepared by the owner, a contractor, or a licensed landscape architect.

Site plan content:

a. General Information

- Name, mailing address, location address, phone number, and email of owner of record and the contractor or consultant who prepared the plan. Each plan sheet shall bear the seal of the professional engineer or architect who prepared it.
- Name of the project, permanent parcel number, volume and page number of deed(s) of record, north arrow, sheet numbers and date.
- Zoning district in which the property is located.

b. Specific Content:

- Locate, identify, and provide dimensions and area of all existing and proposed:
 - Property lines with the total acreage of the property within and exclusive of the road right-of-way.
 - Lot frontage at the road right-of-way and width at the building setback line.
 - Applicable front, side, and rear setback lines.
 - Buffer zones or strips.
 - Common open space.
 - Distance between buildings and structures.
 - Lot coverage, area and percentage, by buildings, structures, and other impervious surfaces.
 - Principal and accessory attached or detached buildings, structures, and uses.
 - Adjacent public or private road(s) right-of-way(s) and road name(s).

- Driveways include width and setbacks.
 - Sidewalks, ramps, porches, patios, decks, and trails.
 - Off-street parking aisles and number of spaces with traffic flow patterns at entry/exit points and within the site.
 - Loading and unloading areas and spaces.
 - Fences, walls, and earthen mounds.
 - Exterior waste containers and dumpsters with enclosures.
 - Exterior storage, sales, and display areas.
 - Fire protection ponds and dry hydrants.
 - Locate and identify existing wetlands, ponds, lakes, streams, and other water features and show riparian setbacks. (Note: see riparian setback map at Russell Township website www.russelltwp.com).
 - Locate and identify existing and proposed easements, including, but not limited to, utility easements with dimensions.
 - Locate any existing or proposed wastewater treatment system and water well.
- c. Building and Structure Elevations and Floor Plans:
- Provide the location, height from finished grade, and size in square feet of existing and proposed buildings and structures or any addition to existing buildings or structures.
 - Provide floor plans identifying uses with dimensions for structural alterations to existing buildings and structures or any additions and for proposed new buildings and structures.
- d. Landscaping Plan:
- Provide the general location and identification of existing trees and other plant and landscaping material.
 - Locate and identify buffer zones.
 - Provide the location and size of proposed trees and other plant material. Include a legend with the tree and plant species identification.
 - Show accessory structure, including, but not limited to, water features, fences and retaining walls.
- e. Exterior Lighting/Photometric Plan (Note: See Section 4.14):
- The location, height, lumens, and bulb type, of exterior lighting fixtures.

- The direction of illumination and methods to eliminate glare, including full cut-off lighting, on to adjacent roads and properties and in conformity with International Dark Sky Association program requirements.
 - A photometric plan prepared by an engineer.
- f. Water Management and Sediment Control (WMSC) Plan (Note: See Section 4.13):
- Show the location and dimensions of any existing stormwater facilities.
 - Provide the location and dimensions of proposed stormwater facilities and sediment control measures required by the Geauga Soil and Water Conservation District (SWCD).
 - Provide a copy of the approval letter from the Geauga SWCD concerning the stormwater management and erosion and sediment control plan.
- g. Groundwater Report:
- A report from a qualified hydrologist regarding available groundwater supply for the subject property and adjacent properties shall be provided. The report shall document that the proposed use shall not have a negative impact on the groundwater supply for adjacent properties and the affected aquifer.

The undersigned hereby states that all of the information supplied in this application, the site plan, and any other 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 than six (6) months, or a fine of \$1,000.00, or both. I understand that I must comply with all of the requirements specified in this application and other such applicable regulations in the Zoning Resolution. I understand that if the construction of the conditional use described in the conditional use zoning certificate has not begun within six (6) months from the date of issuance or if construction has begun within six (6) months and has not been completed within two (2) years from the date of issuance, said certificate shall be revoked by the Zoning Inspector. I understand that if this conditional zoning certificate application is denied, I have twenty (20) days from the date of such denial to file an application for a notice of appeal.

Signature of applicant: _____ Date: _____

Printed name: _____

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FOR OFFICIAL USE ONLY

Date Received: _____

Application Fee Received: _____

Conditional Zoning Certificate Application Number: _____

Facility File Number: _____

Approved by Board of Zoning Appeals: _____

Date

Denied by Board of Zoning Appeals: _____

Date

If Denied, Regulation(s) Violated: _____