

# RUSSELL TOWNSHIP – ZONING OFFICE

Shane Wrench – Zoning Inspector      8501 Kinsman Road, P.O. Box 522, Novelty OH 44072

Phone: 440-338-5811   Email: zoning@russelltownship.us   Fax: 440-338-7782

Township Website: www.russelltownship.us

**The Zoning Inspector is available by appointment on Monday, Wednesday and Friday.  
Please call to schedule an appointment.**

## **REQUIREMENTS FOR PERMITS FOR ADDITIONS, ACCESSORY BUILDINGS, SWIMMING POOLS, ETC.**

1.      2 copies of Site Plan showing:
  - complete lot with as-built buildings and location of proposed construction;
  - distance to property lines from new construction;
  - location of septic system and replacement area.
  - all waterways, streams, ponds, etc.
  - setbacks from all waterways.
  
2.      2 copies of complete sets of drawings. (One copy to be no larger than 12 x 18)

*Note: 1 copy of site plan and drawings will be returned to applicant to take to the Geauga County Building Dept. when stamped approved by Z.I.*

3.      Approval of Water Management & Sediment Control plan:

If the lot is located within a platted subdivision OR if the area to be disturbed is over 1 acre, submit a Water Management & Sediment Control plan to Geauga Soil & Water Conservation District in Burton (440-834-1122) and bring approval letter to appointment with Zoning Inspector.

OR

If the lot is NOT within a platted subdivision BUT area to be disturbed is 300 sq. ft. or more, submit a Water Management and Sediment Control plan (may be included on site plan) to the Zoning Inspector showing:

- square footage or acreage of area on site to be disturbed;
- water management and sediment control practices;
- any re-grading of property;
- installation of new lawn etc.

Also complete WMSC Plan Application form including Inspection and Maintenance Agreement (form available in Township Zoning Office or on Township website), and submit to Zoning Inspector with plan review fee of \$40.00.

4.      Completion of Zoning Certificate application form at time of appointment with Zoning Inspector.
  
5.      Payment of Zoning Certificate fee – please check with Zoning Office for fee.  
(Note: Fee is doubled if work started before issuance of Zoning Certificate.)