

RUSSELL TOWNSHIP – ZONING OFFICE

General Requirements for Accessory Buildings, Additions, Swimming Pools, Etc.

Frank Kolk – Zoning Inspector

Bonnie Guyer – Zoning Office

Phone: 440-336-8086

Email: zoning@russelltwpoh.gov

Township Website: russelltownship.us

8501 Kinsman Road

P.O. Box 522

Novelty, OH 44072

The Zoning Office is generally open Monday, Tuesday & Wednesday 8:00am – 3:00pm.

Additional times by appointments are welcome. Phone and email inquiries are also welcomed.

Permit requirements for accessory buildings, additions, swimming pools, etc.:

1. 2 copies of the 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 drawing (one copy no larger than 12x18)
Note: 1 copy of site plan and drawings will be returned to applicant for submission to the Geauga Building Dept. when stamped approved by zoning inspector.
3. Approval of Water Management & Sediment Control Plan:
 - If construction of any size occurs on subplot within a subdivision.
 - If construction disturbs over 1 acre of land.
 - Additional information and permit form can be found at geaugaswcd.com/permits/residential/
4. Complete Zoning Certificate form [Application for Zoning Permit.pdf](#)
5. Complete Letter of Authorization and Representation if applicable
[Consent Letter of Authoriztion.pdf](#)
6. Payment of Zoning Certificate fee – please check with Zoning Office for fee.
Note: fee is doubled if work starts before issuance of Zoning Certificate