

RUSSELL TOWNSHIP – ZONING OFFICE

Requirements For New Residence Permits

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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.

Requirements for new residence permits:

1. 2 copies of the Site Plan showing:
 - Complete lot with lot dimensions and 2-foot contours.
 - Location of proposed residence and distance to all property lines from proposed residence.
 - 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. Exterior lighting plan.
4. Legal description of property (dead)-all dimensions on site plan to correspond to legal description.
5. Square footage of lot, and square footage of all impervious surfaces – including, but not limited to, building as projected on the ground, driveways, patios, tennis courts, swimming pools
 - Include percentage of lot that is impervious surface.
6. 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/
7. Copy of driveway permit
8. Complete Zoning Certificate form [Application for Zoning Permit.pdf](#)
9. Complete Letter of Authorization and Representation if applicable
[Consent Letter of Authoriztion.pdf](#)
10. Payment of Zoning Certificate fee – currently \$300 for a new residence.
Note: fee is doubled if work starts before issuance of Zoning Certificate