

# RUSSELL TOWNSHIP – ZONING OFFICE

## Requirements For New Residence Permits

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Township Website: [russelltownship.us](http://russelltownship.us)

***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/](http://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*