

ZONING SUBMITTAL PROCESS

1. Obtain an application (Site Plan Review, Sign or Variance) from the Township Secretary or Zoning Inspector by calling the office at (330) 725-5713. All applications are found in the Medina Township Zoning Resolution which is also available at the Township Office.
2. Complete application information as outlined, and drop off or return by mail to the Township Office between 9:00-4:00 p.m. weekdays. The Township mailing address is 3799 Huffman Rd. Medina, Ohio 44256. **All applications must be received by 12:00 p.m. of the Friday deadline outlined on the Zoning Deadline Submittal document.** Site Plan and Sign Applications together only require one fee of \$50.00.
3. A formal agenda will be mailed to the applicants prior to the meeting.
4. Zoning Commission Meetings are held the third Tuesday of each month at 7:30 p.m. at the Township Hall located at 3799 Huffman at the intersection of Fenn and Hoffman Rds. Zoning Board of Appeals hearings are held the third Wednesday of each month at 7:30 p.m. at the Township Hall as needed. Applicants must attend meetings. If the property owner is different from the applicant and is not going to attend the Appeals hearing, the owner must submit a letter stating the applicant is his authorized representative.
5. At the Zoning Commission meeting the applicants will be required to explain their application and answer any questions. All discussions held at this meeting will be recorded. The Zoning Commission is a recommendation board only. A motion will be made to recommend to the Township Trustees. The Commission will stamp six (6) copies of the site plans at the meeting. A "Letter of Recommendation" will be prepared for the Township Trustees and a copy sent to the applicant within seven (7) days after the meeting.
6. The applicant must contact the Township Secretary at (330) 725-5713 Monday thru Friday 9:00 a.m.-4:00 p.m. to be placed on the agenda for the next Trustee meeting. The Trustees make the final approval/denial of the application.
7. **If your application has been approved by the Trustees:** To obtain a Zoning Permit from the Zoning Inspector, the approved, stamped copy of the site plan must be accompanied by the letter of recommendation from the Zoning Commission. At this point, please contact the Fire Dept. to submit the mechanical drawings of the building. After you have a Zoning Permit you must go to the Medina County Building Dept. to obtain your necessary building permits. Please keep in mind that the Review Process for a standard site plan will take approximately 45 days if all deadlines are met and all applications and drawings are exact and complete.

MEDINA TOWNSHIP SIGN REVIEW APPLICATION & CHECKLIST

Application Date: _____

Applicant Name: _____ Company: _____

Address: _____ Phone: _____

Sign Location: _____ Zoning District: _____

Business Name on Sign: _____

Property Owner: _____ Phone: _____

Address: _____

Type of sign in this application: _____ Wall face (605.1) _____ Ground (605H) _____ Digital(605M)
 _____ Pylon/for Ground/ID (605H) _____ Other: Describe: _____

DIMENSIONS OF SIGN: _____ L (X) _____ H = _____ TOTAL SQUARE FEET

Checklist: Per Sign Regulations – See Article VI www.medinatownship.com (Zoning Inspector, Zoning Book Download)

PLEASE SUBMIT :

APPLICATION (this form)- 1 copy, signed and dated and check attached

APPLICATION ATTACHMENTS = TOTAL 20 COPIES

~ 20 COPIES of the **SIGN (10 must be in color) ***

~ 20 COPIES of the **SITE PLAN (Engineered drawing) ****

Attach 1 copy of the sign to each copy of the site plan = 20 copies of attachments to Application

- * **SIGN** copies **MUST** show: 1) **SIGN DIMENSIONS:** Show on each sign page...ground/wall/pylon
 2) **TOTAL SQUARE FOOTAGE: Show Length X Height = Total SF**
 3) **Height** of sign from ground surface to top of sign
 4) **Landscaping and Illumination**

- ** **SITE PLANS MUST** show: 1) **LOCATION OF SIGN** on ground and/or wall
 2) **EXACT DISTANCE** of sign to road right-of-way and all lot lines
 3) **FRONTAGE OF BUILDING**

IF THE APPLICATION & ATTACHMENTS ARE NOT CORRECT, THEY WILL BE RETURNED TO YOU

* "The dimensions of the sign shall be calculated upon the area normally visible from any one direction. The area shall be measured by the smallest square, rectangle, circle, or combination thereof that will encompass the entire advertising device including bordering, trim, cutout(s) and extension. Frames and structural members not including advertising matter shall not be considered part of the sign."

To be considered for review and/or approval, please submit the above, and a check for \$25.00 (payable to Medina Township) to the **Zoning Secretary, 3799 Huffman Road, Medina, OH 44256, (330) 725-5713** by **NOON of the zoning submittal deadline date.** Regularly scheduled meetings are held on the third Tuesday of each month at 7:30 p.m. **Plans and applications may also be dropped off at the Township Hall Mon.-Friday 9a.m.-4p.m. Call the Zoning Office with questions: 330-721-1997.**

Applicant's signature

Check #

Date

FOR TOWNSHIP USE ONLY

Township Signature: _____ Date: _____
 (Stamp)

rev. 4/2010