

## 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 Huffman 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.

## Site Plan Review Checklist

All items must be included for site plan review, unless otherwise determined by the Zoning Commission. Omission of items will result in tabling the site plan until the next regularly scheduled meeting. Change of Use/Business items noted below \*.

\*Please note: If new construction is located on SR 3, SR 18, or SR 42, 23 copies are required by the Township ♦♦

- Neighborhood location map and **topographic survey** (with contours at two foot intervals) of the proposed development area, including property lines, easements, showing existing structures and landscape features (such as wooded areas, lakes, ponds, flood plains, etc.). **20 copies\***.  
Applicable on newly constructed buildings only. ♦♦
- \*Tax map** ([www.medinacountyauditor.org](http://www.medinacountyauditor.org)) showing all lot dimensions. **20 copies\***. ♦♦
- \*Site plan drawn to legible scale**, showing location, North arrow, type and use of buildings, the use and divisions of all land, and the location of structures on all surrounding properties. **20 copies. ♦♦**
- \*Letter from owner** allowing other than owner to represent. **(1 copy) ♦♦**
- \*Substance of covenants**, leases, grants of easements, or the restrictions proposed to be imposed upon the use or maintenance of lands and building. (Subdivisions must submit to County Prosecutor prior to scheduled Zoning Commission meeting, proof of submittal to be given to Zoning Commission at site plan review.) **1 copy. ♦♦ (Change of Use - first & last page only)**

**Items to be shown on all site plans.** (Please check as completed/attached.)

- Building setbacks** shown relative to structures on plan with dimensions from property lines (front, sides, and rear). ♦♦
- Right-of-way marked.** ♦♦
- \*Building** (new and existing) exterior dimensions.
- Interior gross and net **square footage**. For restaurants: show seating capacity, along with gross & net square footage. For office buildings: show number of employees.
- Number of **parking spaces shown and size noted**. (We require 10'x19' minimum spaces). Type of parking lot surface noted. ♦♦
- Access drive widths**, width between drives at entrances (if more than one access drive into site), and aisle widths shown on site plan. ♦♦
- \*Dumpster location** shown (we require all dumpsters to be screened and have doors). ♦♦
- \*Outdoor storage shown** (this also must be screened). Outdoor display area shown.
- Landscape plan attached.** (See Section 306J of the Zoning Resolution) ♦♦
- \*Signage location shown on site plan**, and architectural drawings of signs with dimensions and square footage calculated. (Change of Use)
- Address markers.** (Show locations and examples of markers) ♦♦
- Elevation drawings of all new structures**, or structures being modified. Applicable to commercial property only. ♦♦
- Open space areas identified.** Acreage calculated removing rights-of-way, streets, drives, sidewalks, structures. ♦♦
- Lighting shown on the site.** Architectural drawings showing lights to be used, their dimensions, and location. ♦♦

**PLEASE COLLATE AND STAPLE ALL SUBMISSIONS INTO 20 (OR 23) PACKETS**

Revised 4/2010

# MEDINA TOWNSHIP SITE PLAN APPLICATION & CHECKLIST

Application date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Development/Property Owner Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Permanent Parcel No: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Check one of the following: \_\_\_\_\_ SITE PLAN CHANGE

\_\_\_\_\_ ADDITION TO EXISTING BUILDING  
\_\_\_\_\_ Sq. Ft. **REQUIRED\*\***

\_\_\_\_\_ NEW CONSTRUCTION  
\_\_\_\_\_ Sq. Ft. **REQUIRED\*\***  
(FINANCIAL GUARANTEE REQUIRED)

\_\_\_\_\_ EXISTING CHANGE OF USE/BUSINESS  
\_\_\_\_\_ Sq. Ft. **REQUIRED\*\***

\_\_\_\_\_ SUBDIVISION

<b>** DIMENSIONS REQUIRED</b> Width: _____ X Length: _____ = _____ Total Square Feet
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To be considered for review and/or approval, please submit:

- 1 COPY of this signed application
- 20 copies of attachments collated and stapled is **REQUIRED**
- Check for \$50.00 made payable to Medina Township (Site Plan only OR Site Plan & Sign Review Checklist)
- All applications must be received by noon of the deadline date; No Exceptions! See Deadline/Meeting Schedule.  
(The Zoning Commission Meeting is the third Tuesday of every month at 7:30 p.m.)
- Submit information to the Zoning Office, 3799 Huffman Road, Medina, Oh, 44256;  
Phone: 330-721-1997

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Check #

\_\_\_\_\_  
Date

For Township Use Only:

Township Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Stamp) Rev. 4/2010