

Village of Garretttsville

Zoning Department

8213 High Street

Garretttsville, Ohio 44231

Tel: 330-527-2070 Fax: 330-527-5819

Email – zoning@garretttsville.org

Items you need to know while planning to open a business in Garretttsville:

1. Your business and sign for the business must be approved by the Planning Commission and the Garretttsville Design Review Board respectively. Please obtain a copy of the ordinances which regulates the business and signs with relation to the zoning district you are intending to occupy.
2. To accomplish this, a Change in Use/Change in Occupancy application, which may be obtained at the Zoning office, is required prior to opening a business. This form must be completed, signed by the proper authorities, and returned to the Zoning office at least 10 days prior to the next Planning Commission meeting. Planning Commission meetings are scheduled the first Thursday of every month at 7:00 pm at 8213 High Street in the Council Chambers.
3. A sign permit is required prior to erecting any sign in Garretttsville. To accomplish this, an application and regulations may also be obtained from the Zoning office; the application must be completed, and returned 10 days prior to the Design Review Board meeting which also meets on the first Thursday of each month at 6:30 pm at 8213 High Street in the Council Chambers. Ten copies of color drawings must be submitted with the application indicating the size and placement of proposed signs with relation to the size of the locations such as windows, awnings or walls where the proposed signs are to be place.
4. If you are intending to operate a business in the Preservation District/Central Business District, a copy of ordinances will be furnished by the Zoning office, which contains the historic guidelines along with a folder containing Garretttsville's Historic Colors to be used in the above district.

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APPLICATION FOR COMMERCIAL ZONING CERTIFICATE Garrettsville Village, Portage County, Ohio

**PLEASE SUBMIT ONE COPY OF THIS APPLICATION TO THE ZONING INSPECTOR WITH
A CHECK FOR THE PROPER FEE.
MAKE CHECKS PAYABLE TO: THE VILLAGE OF GARRETTSVILLE.**

Date _____ Application Number _____

Name of Applicant: _____

Address: _____

_____ Phone: _____

Name of Property Owner: _____

Address: _____

_____ Phone: _____

Application is hereby made for a zoning certificate for the following proposed work:

Application is hereby made for a zoning certificate for a change in the use of a building or lot.

Present Use: _____

Proposed Use: _____

Address of property involved: _____

Zoning district in which property is located: _____

Location of Property:

_____ side of _____
(North, South East or West) (Street, Avenue or Road)

Approximately _____ feet _____ of
(North, South, East or West)

the intersection of _____
(Street, Avenue or Road)

Size of Building or Addition:

Width: _____ Feet Height: _____ Feet

Length: _____ Feet Area: _____ Square Feet

Description of Property:

Feet of frontage on road or other dedicated right-of-way: _____ Feet

Width of lot at setback or front building line: _____ Feet

Depth of lot: _____ Feet Area of lot: _____ Square Feet

Location of building or structure on the property or lot:

Front Yard: _____ feet from edge of road right-of way to proposed building or addition.

Left Side Yard: _____ feet from property line to proposed building or addition.

Right Side Yard: _____ feet from property line to proposed building or addition.

Rear Yard: _____ feet from property line to proposed building or addition.

Use of proposed building, structure or addition: _____

The following information must be submitted with this application:

- a. A plot plan drawn to scale showing the exact dimensions of the lot to be built upon and the relationship of said lot to surrounding roads, easements and other rights-of-way; and to adjacent structures or buildings.
- b. The location, dimensions, height and bulk of all structures to be erected.
- c. The intended use of all proposed structures to be erected.
- d. The yard, open area, parking and service space, dimensions and access points to roads, driveways, and any other pertinent lot use data.
- e. Approval by the responsible health authorities -- No zoning certificate shall be issued without written evidence that the Village Board of Public Affairs and/or the responsible health authority has approved the proposed sanitary sewerage disposal system for the use for which the certificate has been requested.
- f. Any other pertinent data as may be necessary to determine and provide for the enforcement of the Garrettsville Village Zoning Ordinances.

The following signatures must be obtained by the applicant prior to the issuance of a zoning permit.

g. The Garrettsville Utility Department has inspected this property and finds Village sewer and water available. We further notify and request Owner/Builder to install a minimum 6" sanitary line to dwelling and a minimum of 3/4" water supply. Official stipulation if necessary. (Phone: 330-527-2080)

Signature: _____
Date

h. The Clerk of the Board of Public Affairs has received payment for Water and/or Sewer Tap-In Permits with the approval of the Utility Department. (Phone: 330-527-4424)

Signature: _____
Date

i. The Garrettsville Street Department has inspected this property for intended culvert, curb cut and driveway location and finds it acceptable. Official stipulation if necessary. (Phone: 330-527-2150)

Signature: _____
Date

j. The Income Tax Clerk of the Village of Garrettsville has been notified of all contractors and sub-contractors working within the Village for tax purposes. (Phone: 330-527-2179)

Signature: _____
Date

k. The Fire Chief has reviewed this application and will forward any recommendations to the Planning Commission prior to the next meeting. (Phone: 330-527-4050)

Signature: _____
Date

l. Acknowledgment:

Alterations of existing surface drainage that adversely affects neighboring properties be they private citizen, Village, or right of way, may result in civil liability to this property owner and the contractor.

Signature of Applicant

Date

Signature of Property Owner

Date

NOTE: Zoning certificates shall become void at the expiration of six (6) months after date of issuance unless construction is started. If no construction is started or use changed within six (6) months of date of permit, a new permit and fee are required upon expiration.

Upon receipt of a Garrettsville Village Zoning Permit, you must contact the Portage County Building Department to obtain the necessary county permit(s).

Portage County Building Inspection Department
449 South Meridian Street
Ravenna, Ohio 44266
Telephone: 330-297-3530



Village of Garrettsville
INCOME TAX DEPARTMENT

8213 High Street PO Box 306
Garrettsville, Ohio 44231-0306
Phone: 330-527-2179 Fax: 330-527-5819

As required by Section j. of your Application for Zoning Certificate, list all of the contractors and sub-contractors who will be working on the project for which the certificate is being applied for.

Applicant: _____

Project Location: _____

Type of Project: _____

This form must be returned with your Application for Zoning Certificate.

| Contractor/Sub-Contractor | Address | Phone & Fax Numbers (If Available) |
|---------------------------|---------|---------------------------------------|
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Attach additional sheets if necessary.