

Sharon Township Zoning Check List

Zoning Certificate Application

All Applications for a zoning certificate must include the following items if applicable to your project

- A sketch of the property showing lot dimensions, all building placements, and new construction.
- Mark or stake location of proposed construction for inspection by township prior to applying for zoning approval.
- Medina County Health Department of Sanitary Engineer's Certificate of Approval
- Driveway Permit from ODOT or Medina County
- Medina County Storm Water Management Permit
- Address Slip from Tax Map Office
- Dimensions of structure, calculate total square footage of all floor space, 1st & 2nd stories, porches, garage, portions of basements not fully underground. Include the highest point above established grade.
- Location of any gas/oil well heads and storage tank batteries on or near this property.
- For commercial/industrial building, one set of drawings for fire department to approve before occupancy
- Base Fee of \$50 for residential & \$200 for commercial/industrial plus .08 cents per square foot

Conditional Zoning Applications

All applications for a Conditional Zoning Certificate must include the following:

- The completed application attaching all requested information lines 1 through 5e.
- A site plan shall be drawn to legible scale, shall show topographical features of the lot, building, placement and activity areas, and shall include a circulation and parking plan, and if applicable planting and landscape plan and drawing indicating the exterior visual appearance of structures, all exposures.
- A statement supported by substantiating evidence regarding the requirements enumerated in Article 800-9 and 800-10, included with application package.
- List of ALL adjoining property owners and their current mailing address, including P.O. Box and or zip code.
- Supply one set of complete construction drawings for Fire Inspectors approval.
- Fee of \$400.00 payable to the Sharon Township Trustees
- Upon conditional zoning approval, obtain a zoning certificate following all appropriate outlined steps.

Zoning Variance Applications

All applications for Zoning Variances must include the following:

- The completed variance
- A site plan showing all pertinent details demonstrating the reasons this variance is being requested.
- List of ALL adjoining property owners and their current mailing address, including P.O. Box and or zip code.
- Any additional information to help clarify or justify this request.
- Fee of \$400.00 payable to the Sharon Township Trustees
- Upon conditional zoning approval, obtain a zoning certificate following all appropriate outlined steps.

Lot Splits or Minor Subdivisions

- Bring Mylar copy of survey by registered surveyor for signature of Township Trustees and Zoning Inspector
- Fee of \$25.00 payable to the Sharon Township Trustees

Major Subdivisions

- Follow the Medina County Planning Commission Guidelines

Zoning Amendment Applications

All applications for zoning amendments must include the following:

- The completed application
- All requested materials from application
- Fee of \$500.00 payable to the Sharon Township Trustees

Agricultural Exemption Applications

- The completed Declaration of Agricultural Exemption form
- A site plan drawing of the proposed construction showing the placement of the building in relationship to property lines and other structures.
- Building declaring exemption can only be used for agricultural purpose, no autos, boats, motor homes trailers, etc.