

ACCESSORY STRUCTURES APPLICATION GUIDE

SUBMISSION PROCEDURE

- Submit the completed application packet with payment (\$50 per the fee schedule) to the Planning & Zoning Department (checks payable to City of Tallmadge).

The application packet, must include the following:

- Completed application (2 pages) signed by the applicant.
- Site Plan to include:

<ul style="list-style-type: none"> <input type="checkbox"/> Total area <input type="checkbox"/> All structures with dimensions and location <input type="checkbox"/> Intended use <input type="checkbox"/> Zoning of property and adjacent properties <input type="checkbox"/> Topography <input type="checkbox"/> Easements 	<ul style="list-style-type: none"> <input type="checkbox"/> Landscaping <input type="checkbox"/> Accessways <input type="checkbox"/> Finish grade <input type="checkbox"/> Drainage plans <input type="checkbox"/> Parking & loading locations <input type="checkbox"/> Screening <input type="checkbox"/> Walls/fences <input type="checkbox"/> Water/Sewer lines <input type="checkbox"/> Lighting
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- Building Plan to include:
 - All elevations
 - Structure to scale
- Review by the Zoning Code Official within 14 days of receipt.
- Work must begin within one year or Zoning Certificate is void.
- Separate Permits for water, sewer, street openings (with bond), signs, fencing and retaining walls are required from City of Tallmadge Planning & Zoning Department.

Note: If Summit County Water is needed a Street Opening Permit/Bond must be obtained from City of Tallmadge Planning & Zoning Department and taken to the Summit County Water Department for service.
- Zoning approvals to be submitted to Summit County Department of Building Standards at 1030 E. Tallmadge Avenue, Akron, Ohio to acquire a Building Permit.
 - Building, electrical, HVAC and plumbing permits are required from Summit County Department of Building Standards.
- City of Tallmadge Planning & Zoning Department at 330-633-0090 requires an inspection for Zoning compliance when structure is staked out on property.**
- Final inspection is required by City of Tallmadge for site improvements upon completion of structure.**

- It is the property owner's responsibility to locate property lines and to verify compliance with any homeowner's association and/or deed restrictions, when applicable.
- When the project is staked out or placed on property, call 330-633-0090 for inspection for Zoning compliance.

Note: Any structures and signs to be located in the Design Control District are required to receive a Certificate of Appropriateness from the Architectural Review Board (formerly Heritage Commission) before a Zoning Certificate is issued.



PLANNING & ZONING DEPARTMENT | 46 NORTH AVE, TALLMADGE, OH 44278 | P 330.633.0090 | F 330.633.1359 | ZONING@TALLMADGE-OHIO.ORG | WWW.TALLMADGE-OHIO.ORG

OFFICE USE ONLY			
RCT		FEE	
<input type="checkbox"/> PZ	<input type="checkbox"/> SVC	<input type="checkbox"/> STR	<input type="checkbox"/> UTIL <input type="checkbox"/> ENG <input type="checkbox"/> B/C

PLANNING & ZONING CERTIFICATE APPLICATION

BASIC APPLICATION REQUIREMENTS (See the appropriate application guide for any additional requirements)

- Completed & Signed Application Form
 Application Fee
 Plot Plan
 Building Plan
 Additional per Application Guide

APPLICATION TYPE (Check all that apply)

SITE DEVELOPMENT		DEVELOPMENT	USE PERMIT
<input type="checkbox"/> Residential Construction	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Preliminary Plat/RePlat	<input type="checkbox"/> Use & Compliance
<input type="checkbox"/> Non-Residential Construction	<input type="checkbox"/> Signage	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Demolition	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Similar Use

PROJECT DETAILS

PROJECT: _____

PROJECT ADDRESS/LOCATION _____

EXISTING CONDITIONS **PROPOSED PROJECT DETAILS, WHERE APPLICABLE**

ACREAGE: _____ NO. OF LOTS _____ SQ.FT OF PROPOSED STRUCTURE: _____

ZONING DISTRICT: _____ PROPOSED ZONING DISTRICT: _____

EXISTING LAND USE: _____ PROPOSED LAND USE _____

CHECK ALL THAT APPLY AND PROVIDE DOCUMENTATION: _____ EST COST (TRACKING PURPOSE ONLY): _____

- EASEMENT
 FEMA FLOODPLAIN
 RIPARIAN
 WETLANDS

CONTACT INFORMATION

Applicant _____
 Company _____
 Address _____
 Phone _____
 Email _____

Architect/Engineer/Surveyor/Other: _____

Name _____
 Company _____
 Address _____
 Phone _____
 Email _____

Owner _____
 Company _____
 Address _____
 Phone _____
 Email _____

Architect/Engineer/Surveyor/Other: _____

Name _____
 Company _____
 Address _____
 Phone _____
 Email _____

SIGNATURES & ENDORSEMENTS

_____ I UNDERSTAND THAT I MUST CONTACT SUMMIT COUNTY DEPARTMENT OF BUILDING STANDARDS (330-630-7280) TO VERIFY BUILDING DEPARTMENT REQUIREMENTS FOR APPLIED PROJECTS.

_____ I UNDERSTAND THAT I MUST CONTACT THE CITY OF TALLMADGE ZONING DEPARTMENT WHEN THE PROJECT IS STAKED OUT FOR SETBACK COMPLIANCE. I AM RESPONSIBLE FOR DETERMINING PROPERTY LINES AND MAINTAINING THE APPROVED SETBACKS.

The undersigned hereby certifies that the information in and with this application is accurate, and consents to employees and/or agents of the City entering the premises for inspection verification of the information submitted.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

OFFICE USE ONLY	
REVIEWED BY: _____	DATE: _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS NOTED <input type="checkbox"/> DENIED	

ACCESSORY STRUCTURE APPLICATION—Non Residential

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PROPERTY LOCATION: _____

Use: Commercial Industrial

As applicable: PZC Approval BZA Approval ARB Approval Date Granted: _____

PROJECT DETAIL

Is the property on a Corner? Yes No

STRUCTURE DETAILS

Describe the purpose of the Project

Structure measurements (including roof overhang):

Width of Structure: _____ ft

Length of Structure: _____ ft

Height from Grade: _____ ft

Sub-Ground Area: _____ sq ft

1st Floor Area: _____ sq ft

2nd Floor Area: _____ sq ft

Project Total Area: _____ sq ft

SETBACK

Locating property boundaries is the responsibility of the property owner. When unable to locate the boundaries, a survey by a certified surveyor should be completed.

Setbacks are measured from the property line to the closest point of the structure, which includes the roof overhang. All sides that front a street are considered front setbacks.

Left Setback: _____ ft

Right Setback: _____ ft

Rear Setback: _____ ft

Front Setback: _____ ft

(Corner Lot) Front Setback: _____ ft

Main Road Frontage: _____ ft

Lot Depth from Right-of-Way: _____ ft

Lot Width at Building Line: _____ ft

Approvals are solely based on information and plans submitted and becomes void if altered without prior approval of the Planning & Zoning Department. A Zoning Certificate under which no work is commenced within one (1) year shall expire per Section 1102.07 H of the Zoning Code.