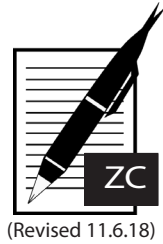




Zoning Department  
Michele Boni, Planning and Zoning Director

# Commercial/Industrial Application for Zoning Permit

Page 1 of 7



### Property Information

Site Address: \_\_\_\_\_

Parcel ID(s): _____	Zoning District: _____
Lot #: _____	Subdivision: _____

### Applicant Information

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone # _____	Fax # _____
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Email: \_\_\_\_\_

### Property Owner Information Same as applicant

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone # _____	Fax # _____
---------------	-------------

Email: \_\_\_\_\_

### Tenant Information Same as applicant Same as property owner

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone # _____	Fax # _____
---------------	-------------

Email: \_\_\_\_\_

### Business Information (please add additional sheets if necessary)

Name of Establishment: _____	Number of Employees: _____
Hours of Operation: _____	Utility Provider: _____

### Staff Use Only

ZC# \_\_\_\_\_

Date Filed: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

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

Received By: \_\_\_\_\_

### Revision Request

Original Permit #: \_\_\_\_\_

### Project Value

Estimated Job Cost: \_\_\_\_\_

\$ \_\_\_\_\_

### Water Supply

Public (Central)

Private (On-site)

Other

### Wastewater Supply

Public (Central)

Private (On-site)

Other

### Submittal Checklist

Completed Application Form

Signed & Notarized Affidavit (*see page 2*)

Fee Payment - see fee schedule (*check/money order only*)

Site Plan (*see page 3*)

Proof of Public Water/Wastewater

Copy of Certified Address from County Engineer (if applicable)

### Submittal Options

Drop off: 1680 E Orange Road  
Lewis Center, OH 43035

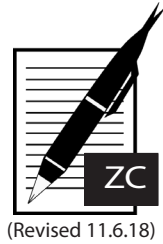
OR

Mail in: P.O. Box 397  
Lewis Center, OH 43035



Zoning Department  
Anthony Hray, Planning and Zoning Director

# Commercial/Industrial Application for Zoning Permit Page 2 of 7



ZC#

## Development Proposal (check all that apply)

- New Development     Change in Use     Interior Alterations     Exterior Alterations     Revision     Other:

Current use of all existing buildings, structures and land:

Please describe in detail the nature of the proposal (type of business/use, type of development, modifications):

If a revision, please describe in detail the changes proposed:

## Applicant/Authorized Agent Affidavit

I, \_\_\_\_\_ (Print Name), hereby certify that all information provided is true and accurate and is submitted to induce the issuance of a Zoning Permit. I agree to be bound by all provisions of the Orange Township Zoning Resolution. I further agree to complete all work in accordance with all applicable Federal, State and local laws and regulations.

\_\_\_\_\_  
Applicant's/Agent's Signature

\_\_\_\_\_  
Date

subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

## Property Owner's Signature

I, \_\_\_\_\_ (Print Name), hereby authorize the applicant/agent listed above to perform the work described in this application and/or to change the use of the subject property only in accordance with all requirements of the Orange Township Zoning Resolution.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public



Zoning Department  
Anthony Hray, Planning and Zoning Director

# Commercial/Industrial Application for Zoning Permit Page 3 of 7



## Site Plan Requirements

\*\*\* Site plans which are incomplete and/or not drawn to scale will not be accepted\*\*\*

- Preparation & Submittal
  - The site plan be prepared to scale and to provide all required information as required under Section 25.03 of the Orange Township Zoning Resolution.
  - Three (3) copies:
    - 1 Reduced Scale: minimum size = 11"X 17" paper
    - 1 Standard Scale: maximum size = 24" x 36" paper
    - Digital Copy (pdf format)
- Basic Content
  - North arrow and appropriate scale (i.e. 1 inch = 20 feet)
  - Property lines labeled with exact dimensions
  - Street right-of-way boundary and street centerline
- Show all existing site conditions:
  - Location and dimensions of all existing buildings, structures\*, access drives, and landscaping.
  - Existing use(s) of all buildings with associated gross floor area (GFA)
  - On-site water and sanitary system location and dimensions. Provide proof of public water and/or sewer otherwise.
  - Parking lot footprint with location and dimensions of existing parking spaces
  - All easements and utilities (above and below ground)
  - Existing above and below ground drainage and stormwater features

\*Structures may include but are not limited to canopies, signs, parking areas (paved and unpaved), patios, porches, dumpsters and fences.
- Show all proposed development:
  - Location and dimensions of all proposed buildings, structures, additions, modifications to buildings/structures.
  - Proposed use(s) of all buildings with associated gross floor area (GFA)
  - Building elevations and/or architectural renderings in color (if applicable)
  - Materials, list of all exterior materials to be used (include siding, roofing and window glazing)
  - Impervious and pervious surface location and dimensions with total lot coverage calculations provided
  - Parking layout with dimensions of parking spaces. Show parking calculations.
    - \*Parking calculations showing ratio of required spaces based on proposed use
  - Grading plan and storm sewer layout showing proposed above and below ground drainage and stormwater features
  - All areas of disturbance (i.e. grading, filling, clearing and excavating, etc.) labeled with precise dimensions and limits
  - Landscaping details: location, quantity, size and plant species to be used
  - Lighting details: location, type of fixture, height and photometrics showing intensity (foot-candles)
  - Screening details (roof or ground mounted mechanical equipment, dumpster/trash enclosures, parking areas, etc)



Zoning Department  
Anthony Hray, Planning and Zoning Director

# Commercial/Industrial Application for Zoning Permit Page 4 of 7



## Site Plan Requirements Continued

- Additional Content
  - Site topography (two (2) ft. contour intervals)
  - Regulatory floodplain and riparian setback boundaries (if applicable)
  - Erosion and sediment control plan (if applicable)
  - Location of all no-build zones and appropriate means of protection
  - Means of ingree/egress to the site



Zoning Department  
Anthony Hray, Planning and Zoning Director

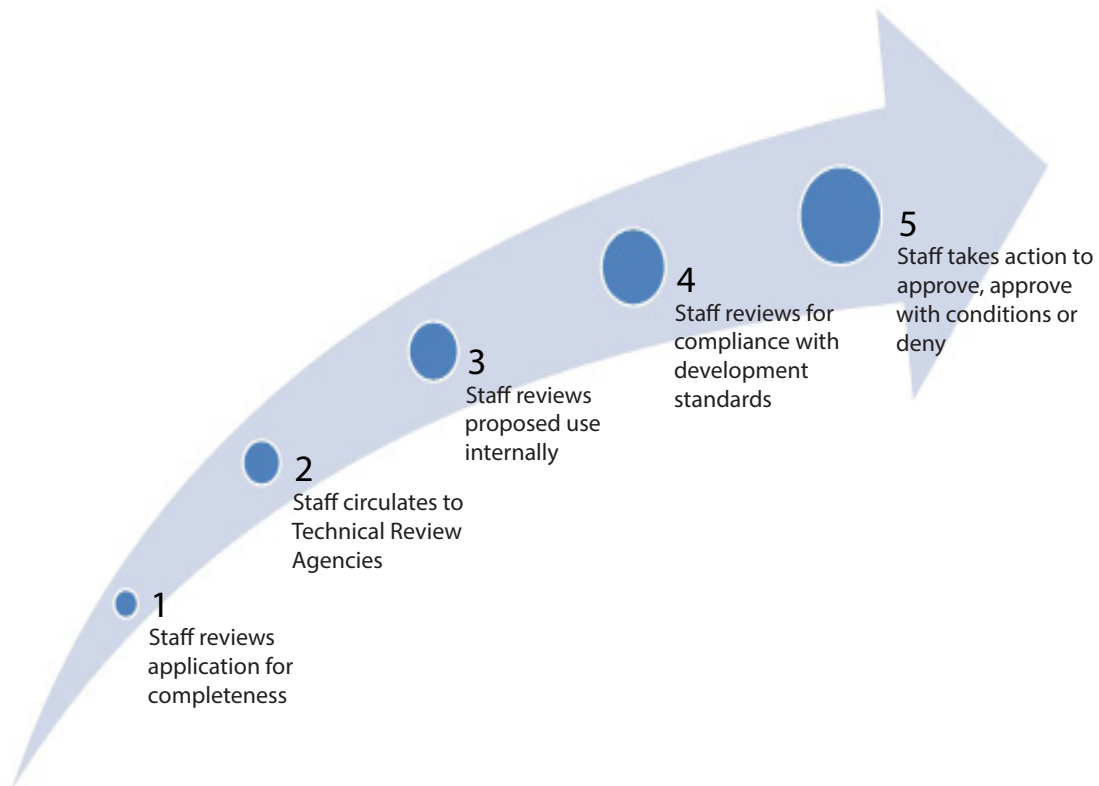
# Commercial/Industrial Application for Zoning Permit

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## Procedure for Review

1. Staff reviews the application and supporting documents to ensure completeness
  - \* *Incomplete applications will not be accepted and any omitted information will delay the review process*
2. Staff circulates the site plan and supporting documents to the applicable Technical Review Agencies for comment
  - \* Orange Township Fire Department
  - \* Delaware County Engineer's Office - Access/Traffic and Stormwater Drainage
  - \* Delaware General Health District and/or Ohio Environmental Protection Agency - On-Site Water and/or Wastewater System
  - \* Delaware Soil and Water Conservation District - Erosion and Sediment Control/NPDES Requirements
  - \* Any other applicable Federal, State and/or local agency
3. Staff reviews the application to ensure that the proposed use is a permitted use of the corresponding zoning district
4. Staff reviews the site plan to ensure compliance with all development standards
5. Staff will take action to approve, approve with conditions or deny the application within 7-14 working (business) days from the date of filing provided the application is complete and all supporting documentation is included
  - \* *In the case of denial, the applicant will receive written notice of the reasons for denial*





# Commercial/Industrial Application for Zoning Permit Page 6 of 7



Zoning Department  
Anthony Hray, Planning and Zoning Director

## Staff Use Only

ZC#
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### Development Standards

Zoning District:		
Subdivision Name/Lot#:		
Non-Conforming:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VA/CU Required:	<input type="checkbox"/> Yes, Case #:	<input type="checkbox"/> No
	Required	Proposed
Front Yard:	ft	ft
Side Yard (Left):	ft	ft
Side Yard (Right):	ft	ft
Rear Yard:	ft	ft
Lot Width:	ft	ft
Road Frontage:	ft	ft
Lot Depth:	ft	ft
Building Height:	ft	ft
Lot Coverage:	%	%
Lot Area:	ft <sup>2</sup>	ft <sup>2</sup>
Off-Street Parking:		
<b>Additional Standards</b>	<b>Comments</b>	
Proposed Use:		
Landscaping:		
Architectural Details:		
Colors, Materials:		
Screening:		
Lighting:		

### Area Calculations

Residence:	ft <sup>2</sup>
Accessory Structure:	ft <sup>2</sup>
Accessory Structure:	ft <sup>2</sup>
Accessory Structure:	ft <sup>2</sup>
Accessory Structure:	ft <sup>2</sup>
Proposed Structure:	ft <sup>2</sup>
Area of Disturbance:	ft <sup>2</sup>

### Technical Agencies

General Health	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date Approved/Denied:		
County Engineer	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date Approved/Denied:		
DSWCD	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date Approved/Denied:		
Fire Department	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date Submitted:		
Date Approved/Denied:		

### Comments

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# Commercial/Industrial Application for Zoning Permit Page 7 of 7



Zoning Department  
Anthony Hray, Planning and Zoning Director

## Staff Use Only

ZC#
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### Staff Action

- Approved     Approved with Conditions     Denied

Staff \_\_\_\_\_

Date \_\_\_\_\_

### Conditions for Approval

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\*As provided for under SECTION 25.04 - CONDITIONS OF PERMIT: No zoning permit shall be effective for more than (1) year unless the use specified in the permit is implemented in accordance with the approved plans within said period of timetable attached to said plans. Furthermore, Section 6.05 - ISSUED ZONING PERMITS: Any new proposed construction for which a zoning permit is issued shall have been started within six (6) months of issuance of said permit and the ground story framework, including structural parts of a second floor shall have been completed within one (1) year after the issuance of the zoning permit; provided, however; that any project or building originally contemplated to be constructed in phases or for a period longer than one (1) year may be completed in phases or during such extended time if in accordance with a timetable placed on file with the zoning inspector with the original request for the permit.

\*A permanent Certificate of Compliance shall be filed as required under SECTION 25.05 - CERTIFICATE OF COMPLIANCE: It shall be unlawful to use or occupy or permit the use of occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted or wholly or partly altered or enlarged in its use or structure until a zoning Certificate of Compliance shall have been issued therefore by the zoning inspector stating that the proposed use of the building or land conforms to the requirements of the Orange Township Zoning Resolution.