

**CHAGRIN FALLS TOWNSHIP**  
**APPLICATION FOR**  
**ZONING CERTIFICATE**

**APPLICANT** hereby certifies that this Application, and all supporting documentation submitted herewith, are true and correct. **APPLICANT** acknowledges that this Zoning Certificate Application must be approved and signed by the Township Zoning Inspector before requesting a Building Permit from the Moreland Hills Building Inspector as agent for Chagrin Falls Township.

**Permanent Parcel No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_ Lot Area: \_\_\_\_\_

Applicant – Property Owner Name: \_\_\_\_\_

Applicant – Property Owner Address: \_\_\_\_\_

Contractor Name and Address: \_\_\_\_\_

Applicant – Property Owner Signature: \_\_\_\_\_

File this Application with \$250.00 Basic Application Fee (by check payable to Chagrin Falls Township) with the Zoning Inspector at Township Hall, 83 N. Main Street, Chagrin Falls, OH 44022.

**ZONING INSPECTOR takes the following action on the Application:**

This Application is Approved: \_\_\_\_\_; or this Application is Not Approved: \_\_\_\_\_; or Conditionally Approved: \_\_\_\_\_, for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Inspector Signature Date: \_\_\_\_\_

**Approvals are valid for one year.**

An Applicant aggrieved by a decision of the Zoning Inspector may appeal to the Chagrin Falls Township Board of Zoning Appeals by **filing a Notice of Appeal which must be filed within twenty (20) days of the date of the decision.** Said Notice of Appeal must be filed with the Zoning Inspector **and** with the Board of Zoning Appeals at 83 N. Main Street, Chagrin Falls, OH 44022, stating therein the reasons supporting the Appeal. (R.C. 519.15). Said Notice of Appeal must be accompanied by a \$250.00 filing fee.

## CHAGRIN FALLS TOWNSHIP

### SUPPORTING DOCUMENTATION REQUIREMENTS FOR ZONING CERTIFICATE APPLICATION

1. ALL APPLICATIONS need to be accompanied by a check for the \$250.00 Basic Application Fee made payable to "Chagrin Falls Township" delivered or mailed to the Zoning Inspector at 83 N. Main Street, Chagrin Falls, OH 44022.
2. Applications need to be supported by plans drawn to scale showing:
  - a. Plan identification including street address, Permanent Parcel Number, owner's name, scale and north designation.
  - b. Dimensions of lot (from Legal Survey or Description).
  - c. Location and dimensions of all existing uses, yards (finish grade elevations), structures, swimming pools, fences, signs, trees, paved areas, access drives, water supply, storm drainage and sewage disposal facilities on the lot with notations of the distances extending 75 feet therefrom to the lot lines (set backs).
  - d. Height of existing and proposed structures, including fences and swimming pools, on the lot and extending 75 feet therefrom.
  - e. Street right-of-way, existing grade at 2-foot elevations and distance to nearest public utilities.
  - f. Location and dimensions of proposed changes to the lot including uses, yards (finished grade at 2-foot elevations), structures (elevations and foot prints), swimming pools, fences, grading, landscaping, paved areas, access drives and driveways, water supply, storm drainage and sewage disposal and sewage disposal facilities.
  - g. And, any other papers necessary to present an accurate description of the Application.