

AUBURN TOWNSHIP  
ZONING DEPARTMENT

440/543-7028

**PRIVATE SWIMMING POOLS**

A swimming pool is a permanent open tank or other structure (including spas, hot tubs, etc.) intended for swimming or wading and designed to contain depth of a least three (3) feet of water at any point. It is used solely for the enjoyment of the occupants or their guests on the property on which it is located.

Some guidelines for swimming pools:

- Private swimming pools in Auburn Township shall be located only in side or rear yards at least 15 feet from any lot line.
- Each such pool shall be fully enclosed by a permanently constructed chain link fence or equally secure fence or wall not less than four (4) nor more than six (6) feet in height. The openings on a chain link fence shall not be more than two (2) inches knuckled on the top and bottom. All gates shall be self-closing and self-latching with a latch not readily accessible for children to open.
- All fences or walls enclosing a swimming pool shall be maintained in a safe and secure condition.
- Swimming pools, hot tubs, and fences all need zoning permits.



# AUBURN TOWNSHIP

GEAUGA COUNTY, OHIO 44023

Frank Kitko, Zoning Inspector  
11010 E. Washington Street  
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TRUSTEES  
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## **ZONING PERMIT APPLICATION & LIST OF REQUIRED DOCUMENTS**

1. Completed and signed "Application for Zoning Certificate".
2. Documentation as to authority to make application. (i.e. deed, Power Of Attorney, lease, or purchase agreement)
3. Legal description & permanent parcel number of property as recorded by the Geauga County Recorder's Office – (440) 279-2020. (Legal descriptions are also located on the deed)
4. One (1) copy of a complete set of blueprints for the proposed structure or sign. (Commercial and Industrial applications must submit 4 blueprint copies). Copies will be stamped and returned to applicant.
5. One (1) copy of the site plan or map, drawn to scale, showing the items in J 1-9 of the Application for a Zoning Certificate.
6. Two (2) copies of an "Erosion & Sediment Control Plan" approved by the Geauga Soil & Water Conservation District – (440)-834-1122.
7. One (1) copy of the attached Ohio EPA Construction Storm Water General Permit along with the "certificate of mailing". (<http://www.epa.state.oh.us/>)
8. One (1) copy of culvert pipe permit, if applicable. Permit is issued at the Geauga County Engineer's Office, (440)279-1800. (An additional township driveway permit may be required).
9. One (1) copy of the septic permit or documentation from the Geauga County Health Department, (440) 279-1900, showing approval for the sewage treatment facility to serve the proposed use on the lot.
10. Permit applications for accessory buildings, additions and swimming pools require one (1) copy of the "as built" drawing, for the septic system, on file at the Geauga County Health Department, (440)-279-1900.
11. A check made out to Auburn Township for the permit must accompany all applications. See link for permit fee schedule.

**PLEASE NOTE:** Applications will not be processed without required forms and data.



## Individual Lot Notice of Intent for Coverage Under Ohio EPA Construction Storm Water General Permit

Submission of this NOI constitutes notice that the party identified in Section I of this form intends to be authorized by Ohio's NPDES general permit for storm water associated with construction activity. Becoming a permittee obligates a discharger to comply with the terms and conditions of the permit. **NOTE:** All necessary information must be provided on this form. Read the accompanying instructions *carefully* before completing the form. All responses must be typewritten. Do not fold, copy, staple, or use correction fluid on this form. Forms transmitted by fax will not be accepted. There is no fee associated with submitting this form.

### I. Applicant Information/Mailing Address

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### II. Facility/Site Location Information

Name of Subdivision: \_\_\_\_\_ County: \_\_\_\_\_  
 Facility Address/Location: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Township: \_\_\_\_\_ Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_  
 Quarter: \_\_\_\_\_ Section: \_\_\_\_\_ Range: \_\_\_\_\_  
 Lot(s) Number(s): \_\_\_\_\_  
 NPDES general permit number: \_\_\_ OHC000002 or \_\_\_ OHR100000 Facility Permit Number: \_\_\_\_\_  
 Original owner/developer name: \_\_\_\_\_ Phone: \_\_\_\_\_

### III. Construction Activity Information

Lots:	Est. Start Date	Est. Comp. Date	Est. Dist. Acreage
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### VIII. Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I also acknowledge that qualified personnel working on behalf of the applicant have read the construction general permit and that there is a storm water pollution plan prepared for the above referenced lot(s). I also have a copy, provided by the original owner/developers, of a site map identifying individual parcels/lots. I am aware that there are significant penalties for submitting false information, including the possibility of the fine and imprisonment for knowing violations.

Individual Lot Operator Name (printed or typed): \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# AUBURN TOWNSHIP

11010 E. Washington St.  
Chagrin Falls, OH 44023  
(440) 543-7028 543-9520-fax

## APPLICATION FOR A ZONING CERTIFICATE

The undersigned hereby applies for a Zoning Certificate for the following described use; said certificate to be issued by the Auburn Township Zoning Inspector, based on the information contained within this application. The Zoning Inspector may require the submission of such supplemental information as may be necessary to ensure compliance with the regulations contained in this resolution.

### THIS APPLICATION SHALL BE COMPLETED BY THE APPLICANT

Please print neatly or type (do not leave any blanks)

A) Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number of Applicant: \_\_\_\_\_

B) Name of Owner of Record: \_\_\_\_\_

Address of Owner of Record: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number of Owner of Record: \_\_\_\_\_

C) Address of the Lot: \_\_\_\_\_ Permanent  
(If different from applicant's current address) Parcel #: 01- \_\_\_\_\_

D) Attach documentation as to authority to make application. (i.e.: deed, power of attorney, lease, or purchase agreement)

E) Attach a **legal description** of property, as recorded by the Geauga County Recorder's Office.

F) Provide the **current zoning district** in which the lot is located? \_\_\_\_\_ (R-1, R-2, B, I, etc.)

G) Provide a description of the **EXISTING** use of the lot: \_\_\_\_\_  
(i.e. residence, vacant lot, etc)

H) Provide a description of the **PROPOSED** use of the lot: \_\_\_\_\_  
(i.e. residence w/ pool, accessory bldg, etc.)

If an accessory bldg, what will it be used for: \_\_\_\_\_  
(i.e. storage, play house, etc.)

I) Attach one (1) copy of a complete set of blueprints for proposed structure.

J) Attach one (1) copy of a plan or map, drawn to scale, with a north directional arrow and date showing the following information:

1) The dimensions (in feet) of all lot lines and the total acreage of the property:  
Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Right: \_\_\_\_\_ Left: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

2) The dimension and elevations (in feet) of all **EXISTING** buildings or structures on the property:

Bldg. #1 Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Bldg. #2 Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ (if applicable)

3) The setbacks (in feet) from all lot lines of **EXISTING**, buildings, structures and uses on the lot:

Bldg. #1      Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Right: \_\_\_\_\_ Left: \_\_\_\_\_

Bldg. #2      Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Right: \_\_\_\_\_ Left: \_\_\_\_\_

4) The dimensions and elevations (in feet) of **PROPOSED** buildings and/or structures on the lot or of any addition or structural alteration to the existing buildings or structures:

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

5) The total amount of square feet of floor space for **EACH FLOOR** of **PROPOSED** building or structures on the lot or of any addition and/or structural alteration to **EXISTING** buildings and/or structures:

1<sup>st</sup> floor: \_\_\_\_\_ 2<sup>nd</sup> floor: \_\_\_\_\_

6) The setbacks (in feet) from all lot lines of **PROPOSED** buildings, structures and uses on the lot or any addition or structural alteration to **EXISTING** buildings or structures:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_

7) The height (in feet) of **EXISTING** buildings or structures on the property: **EXISTING** Height: \_\_\_\_\_

8) The height (in feet) of **PROPOSED** building or structure on the property or the height of any addition or structural alteration to existing building or structures: **PROPOSED** Height: \_\_\_\_\_

9) The name and location of **EXISTING** road(s), public and private, adjacent to the property: \_\_\_\_\_

10) The number of dwelling units **EXISTING** (if any) and **PROPOSED** for the property.

**EXISTING:** \_\_\_\_\_ **PROPOSED:** \_\_\_\_\_

11) The location, dimensions (in feet) and number of parking spaces (if any) and proposed.

**EXISTING:** \_\_\_\_\_ **PROPOSED:** \_\_\_\_\_ Location: \_\_\_\_\_

12) For commercial and industrial uses: the location, dimensions (in feet) and number of loading/unloading spaces:

\_\_\_\_\_

13) The location and dimensions (in feet) of any **EXISTING** or **PROPOSED** easements on the property:

**EXISTING:** \_\_\_\_\_

**PROPOSED:** \_\_\_\_\_

14) The location and description of existing and proposed landscaping and buffer areas on the lot.

\_\_\_\_\_

15) The existing topography of the lot, at contour intervals of two (2) feet and final grading. (Commercial, Industrial)

16) The location of any exterior lighting fixtures, their maximum lumens and documentation that they are and will be installed as full cutoff fixtures.

17) For commercial and industrial uses: the location and dimensions of any exterior display, sales or storage areas on the lot.

18) The location and dimensions of a fire protection pond and dry hydrant, if applicable.

- K) Provide the type and design of any sign(s)
  - 1) Attach two (2) copies of a drawing, drawn to scale and dated, showing the following information:
    - a. The dimensions (in feet) of the sign.
    - b. The area of the sign (per sign face) in square feet.
    - c. The location of the sign on the structure or lot including dimensions (in feet) from the front lot line(s).
    - d. The height (in feet) of the sign.
    - e. The method of illumination, if any.
    - f. The dimensions of the lettering and/or the elements of the matter displayed (i.e. a logo)
- L) Provide a copy of the driveway culvert pipe permit issued by the appropriate governmental authority, if applicable.
- M) Copy of the septic permit or documentation that the appropriate governmental agency has approved the sewage treatment facility to serve the proposed use on the lot.
- N) Provide a copy of the approval letter or permit, as applicable, from the Geauga Soil and Water Conservation District concerning the storm water management and erosion and sediment control plan.
- O) The "riparian setback" regulations set forth in Article 3.06 may apply and may be required as part of the application.

**I hereby certify that all of the information supplied in this application and attachments hereto are true and correct to the best of my knowledge, information and belief.**

**I hereby acknowledge that I understand that the penalty for falsification is imprisonment for not more than six (6) months, or a fine of not more than one thousand dollars (\$1,000), or both.**

**I hereby consent to the inspection of the subject property and of any buildings or structures to be constructed thereon by the Auburn Township Zoning Inspector during construction and within thirty (30) days from the completion of any buildings or structures.**

**I hereby acknowledge that I understand that if the construction or use described in the zoning certificate has not begun within six (6) months from the date of issuance or if construction has begun within six (6) months and said construction has not been completed within two (2) years from the date of issuance, said zoning certificate shall be revoked by the Auburn Township Zoning Inspector.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date