AUBURN TOWNSHIP

GEAUGA COUNTY, OHIO 44023

Frank Kitko, Zoning Inspector
11010 E. Washington Street
Auburn Township, OH 44023

Phone (440) 543-1660
Fax: (440) 543-9520
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TRUSTEES
Patrick J. Cavanagh, Chairman
Michael S. Troyan

Phone: (440) 543-7028
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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.

AUBURN TOWNSHIP
ZONING DEPARYTMENT

440/543-1660

ACCESSORY BUILDINGS

An accessory building is a subordinate building (i.e. pole barn, storage shed, etc) which is incidental to or customarily used in connection with the main building or use on a lot.

The accessory building is detached from the main or principal building and must be located on the same lot as the main building or use.

Guidelines for accessory buildings:

- The use of a detached accessory building as a dwelling unit or living space shall be prohibited [5.02(a)]
- Can only be located in side or rear yards and must be located behind the front building line of the dwelling.
- Must be located at least 15' from any lot line or other building on the same lot [5.02(a)(2)(a)]
- Must be located 10' from Private Water System (your well)
- Must be located 10' from any component of the septic system
- An accessory building shall not exceed a height of 18' [Article 4]
- Accessory buildings must be located on the same lot as the principal building and cannot exceed the allowed lot coverage.
- All lights on an accessory building shall be shielded to direct the light onto the accessory building and away from adjacent property and shall utilize down direct lighting that will not beam upward into the sky and may be of sufficient intensity to discourage vandalism and theft.

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:
1st floor: _____ 2nd 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.

ZONING APPLICATION #: _____

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

ZONING APPLICATION #: _____

FOR OFFICIAL USE ONLY

Application Number: _____

Zoning Certificate Number: _____

Date Application Received: _____

Amount of Fee Paid: $_____ Check #: _____

Date of Action on Application: _____

Date Application Approved: _____

Date Zoning Certificate Issued: _____

Date Application Disapproved: _____

If Application Disapproved, Reasons for Disapproval and Section Number: _____

I hereby acknowledge the receipt of this application for a zoning certificate this _____ day of

_____, 20_____.

_____
Signature of Township Zoning Inspector

Print Name: _____

- o Zoning App
- o Driveway Location/Width (15-18)(15)
- o Deed
- o Legal Description
- o Blueprints
- o Site Plan
- o Erosion & Sediment Plan
- o Riparian
- o Fee
- o Driveway Permit
- o Septic Permit
- o As Built Septic Drawing
- o Wetlands
- o Wells
- o EPA Permit Number

Geauga County Hydric Soils

Ca	Canadice silt loam
Cf	Carlisle muck, ponded
Da	Damascus silt loam
Ho	Holly silt loam
Sb	Sebring silt loam
Sf	Sheffield silt loam
Wa	Wabasha silty clay loam, ponded
Wc	Wallkill silt loam, ponded
Wt	Willette muck, ponded

**Non Hydric Soils with Hydric Inclusions

BgB	Bogart loam, 2-6 % slopes
BrF	Brecksville silt loam, 25-70 % slopes
CcA	Caneadea silt loam, 0-2 % slopes
CcB	Caneadea silt loam, 2-6 % slopes
CyD	Chili-Oshtemo complex, 6-18 % slopes
DrA	Darien silt loam, 0-2 % slopes
FcA	Fitchville silt loam, 0-2 % slopes
FcB	Fitchville silt loam, 2-6 % slopes
JtA	Jimtown silt loam, 0-3 % slopes
MgA	Mahoning silt loam, 0-2 % slopes
MgB	Mahoning silt loam, 2-6 % slopes
MsA	Mahoning silt loam (shale), 0-2 % slopes
MsB	Mahoning silt loam (shale), 2-6 % slopes
MtA	Mitiwanga silt loam, 0-3 % slopes
Or	Orville silt loam, frequently flooded
PsA	Platea silt loam, 0-2 % slopes
PsB	Platea silt loam, 2-6 % slopes
ReA	Ravenna silt loam, 0-2 % slopes
ReB	Ravenna silt loam, 2-6 % slopes
WbA	Wadsworth silt loam, 0-2 % slopes
WbB	Wadsworth silt loam, 2-6 % slopes

**These soils are not hydric as a map unit but have unmapped depression areas that are potential wetlands.

To confirm a soil is hydric, landowners may employ a soil scientist to verify the map group and if the soil on a particular site fits the hydric soil definition. A wetland consultant may also be called to complete a delineation or an evaluation of a site for the presence of wetlands. The Geauga SWCD has a list of these consultants.

This brochure created by the Staff of the Geauga Soil and Water Conservation District under the authority of the Board of Supervisors and assistance from the USDA—Natural Resources Conservation Service.

Funding for this brochure was made possible through proceeds from the Tree and Fish Sales and continuing financial support from the Geauga County Commissioners and ODNR—Ohio Soil and Water Conservation Commission.

Information for this brochure was provided by The U.S Army Corps of Engineers, U.S Environmental Agency, USDA Natural Resources Conservation Service, Ohio Department of Natural Resources, and the U.S. Fish and Wildlife Service.

Geauga Soil and Water Conservation District

14269 Claridon-Troy Rd.
PO Box 410
Burton, Ohio 44021

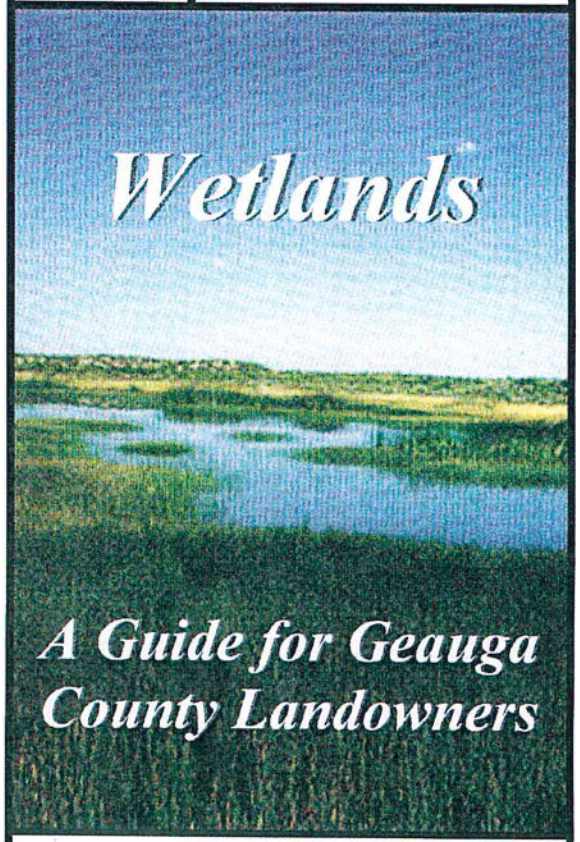
440-834-1122
Fax: 440-834-0316
gswcd@geaugaswcd.com
website: http://www.geaugaswcd.com

Geauga SWCD Mission:
"To conserve, protect, and enhance the resources of Geauga County by providing leadership, education, and assistance to all."

Last Revision: 10/6/03

All services are provided without regard to race, religion, gender, age, physical or mental handicap, national origin or politics.

Geauga Soil and Water Conservation District



A Guide for Geauga County Landowners

Geauga Soil & Water Conservation District

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What is a Wetland?

Wetlands are identified as having a predominance of hydric soils, saturation by surface and/or groundwater, and a presence of hydrophytic vegetation.

What are the Rules Regarding Wetlands?

Certain provisions of The Clean Water Act require permits for any work affecting wetland areas including dredging, filling, or drainage projects. A 401 Ohio Environmental Protection Agency permit is required for those wetlands which are isolated from streams and rivers. Any disturbance to a wetland which is connected to either a stream or river requires a 404 permit issued by the U.S Army Corps of Engineers also.

Activities of disturbance in a wetland include, but are not limited to:

- *Placement of fill and/or dredged material*
- *Ditching activities when the excavated material is sidecast*
- *Levee and dike construction*
- *Mechanized land clearing*
- *Land leveling*
- *Most road construction*
- *Dam construction*

*If any alterations are going to be made in or around a potential wetland area, contact both the U.S Army Corps of Engineers at either **716-879-4330** or the local field office at **440-437-5841**, and the Ohio Environmental Protection Agency (EPA) at **330-963-1100**. Agricultural producers should contact the United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) at **888-217-3947** for more information on agricultural provisions.*

How Do You Know if a Wetland is on Your Property?

A wetland can vary in type and degree of wetness. Some are very easy to recognize throughout the year, and others exist due to the saturation of the soil by groundwater and can be extremely difficult to identify. Wetlands can be identified by the confirmation of three criteria: ***hydrophytic vegetation***, ***hydric soils***, and ***hydrology***.

Three Indicators: Vegetation, Soils, and Hydrology

Vegetation Indicators

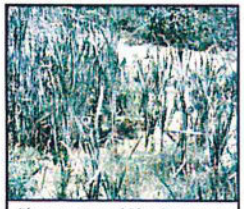


Photo courtesy of Ohio Department of Natural Resources

Plants found in wetland areas are called *hydrophytic vegetation*. These plants have been classified by their frequency of occurrence in wetlands.

Examples of hydrophytic vegetation include: cattails, bulrushes, sedges, sphagnum moss, willows, baldcypress, cordgrass, american elm, red and silver maple, and tupelo gum.

Generally, wetland classification requires that more than 50% of the plants found on the site are predominantly (>50% probability) associated with wetlands.

Soil Indicators

Wetlands soils are called *hydric soils*. Hydric soils are soils that are saturated, flooded, or ponded for a long enough time period during the growing season that anaerobic conditions develop in the upper part of the soil. Further criteria for hydric soils is available from the Geauga SWCD or NRCS office.



Photo courtesy of U.S Army Corps of Engineers

The following instances may indicate a hydric soil:

- Soil has a layer of partially decomposed plant material on the surface
- Soil color below the surface is predominantly grayish, with or without orange or brown areas
- Soil has a "rotten egg" odor
- Soil is very sandy and has a black surface layer, or appears blotchy and has dark streaks of organic matter

The Geauga SWCD utilizes the Geauga County Soil Survey and Geographical Information System (GIS) maps to verify hydric soils and their location within the county. Technical assistance is available from District staff in using these resources to identify potential hydric soils.

Hydrology Indicators



Photo courtesy of U.S Army Corps of Engineers

Wetland hydrology is the permanent or periodic inundation or prolonged soil saturation sufficient to create anaerobic conditions in the soil. There are hydrologic indicators that can be observed providing evidence of wetlands:

- Standing or flowing water is observed on the area during growing season, or soils appears to be waterlogged
- Watermarks are present on trees indicating the approximate depth of standing or flowing water
- Drift lines or small piles of debris deposited by flowing water
- Thin layers of sediment, coating leaves and other objects on the ground
- Plant roots have rust-colored coatings or soil areas around them

If any of the above wetland indicators are observed, assistance from both the U.S. Army Corps of Engineers and the Ohio Environmental Protection Agency is advised before disturbing wetlands areas.

*The Geauga County Soil Survey and the Geographical Information System (GIS) are excellent resources available from the Geauga SWCD. The District also has the U.S. Fish and Wildlife National Wetlands Inventory Maps as a general guideline available for public use. Call the Geauga SWCD at **440-834-1122** for this, and other information.*

ESC Plan Checklist

Items required to be contained in the ESC Plan

- **Contact Information** for the landowner, the builder and/or engineer; and address or sub lot number.
- **Permit Verification**, if wetlands or identified (named) streams are present on your lot, a permit may be required from the U.S. Army Corps of Engineers and/or the Ohio Environmental Protection Agency. Contact both agencies if there is any question as to the need of a permit.
- **Existing Site Conditions** including existing contour lines; vegetation, ditches, springs, streams, lakes, wetlands, woods, agricultural fields; location of downstream lakes and wetlands within 1000' of the project; and, existing drainage patterns including direction of flow; and buildings, drives, or structures.
- **Grading Plan** showing limits of disturbance, areas of excavation and fill with final contours.
- **Proposed Construction** including structure and drive location, and septic location in relation to natural features and property lines.
- **Erosion and Sediment Control Measures** showing location, type and construction detail of:
  - **Construction entrances**—*stoned construction entrances reduce tracking of sediment onto streets*
  - **Silt fence**—*can be used to filter storm water runoff; must be entrenched to be effective*
  - **Stockpile placement and protection**—*build away from critical areas such as streams, and seed immediately to protect from erosion*
  - **Seeding mixtures**—*Seeding areas such as drainage swales, areas near curb inlets, and buffer areas near streams and waterways is an effective erosion control measure and requires little maintenance*
  - **Mulching**— *effective erosion control when seeding is not practical*

This brochure created by the Staff of the Geauga Soil and Water Conservation District under the authority of the Board of Supervisors and assistance from the USDA—Natural Resources Conservation Service.

Major funding for this brochure was made possible by a Great Lakes Commission - Great Lakes Basin Program for Soil Erosion and Sediment Control Grant and continuing financial support from the Geauga County Commissioners and ODNR—Ohio Soil and Water Conservation Commission.

Information for this brochure was taken in part from Erosion and Sediment Control Checklist, and Erosion and Sediment Control for Homebuilders published by the Lake Soil and Water Conservation District

Geauga Soil & Water Conservation District

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Last Revision 10/6/03

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Geauga Soil and Water Conservation District

Homebuilder Plan Requirements

A Landowner's Guide for Developing an Erosion & Sediment Control Plan

Geauga Soil and Water Conservation District

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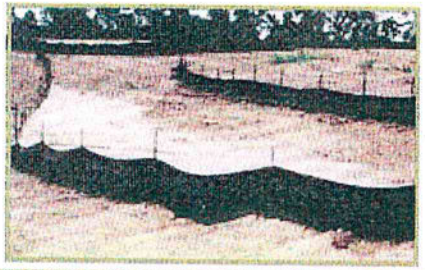
Erosion and Sediment Control Measures

Below are *some* examples of Best Management Practices (BMPs) that should be included in your ESC Plan. These BMPs should be illustrated on your plan, and the specifications included in this brochure should be attached as well. In addition to these Erosion and Sediment Control measures, care should be taken to handle post-construction stormwater runoff.

Silt Fence

Silt Fence is a sediment control structure, made of geotextile fabric, that restricts the movement of disturbed soil.

- *Install before upslope excavation or grading begins*
- *Place along the contour of the land and at least five feet from the base of the slope*
- *Cut a trench six (6) inches deep and bury the bottom eight (8) inches of the fabric*
- *Stretch the fabric tight, placing the support stakes on the downslope side*
- *Backfill the trench and compact the soil*
- *All soil stockpiles must have silt fence place around them to prevent soil erosion*
- *Inspect once a week, and after a storm event*



Post-Construction Stormwater Controls

Controls for post-construction stormwater runoff should be indicated on the drawing to control the storm water discharges and potential pollutants contained within it. These controls may include but are not limited to:

- *Well-vegetated buffers where runoff can pass through before entering adjacent properties and streams.*
- *Placement of rock lined outlets at drain pipe outlets from the house to disperse (spread out) discharge before entering a neighbor's property or streams.*
- *Permanent seeding on all bare areas of soil.*

Construction Entrance

A Construction Entrance is a graveled area located where vehicles enter and leave a land disturbance site. Construction Entrances provide an area where mud can be removed from vehicle tires before entering a public road. The motion of the vehicle as it moves over the gravel construction material dislodges the caked mud.

- *Construct the drive at least ten (10) feet wide and at least fifty (50) feet long*
- *Place two (2) to three (3) inch stone over a stable subgrade*
- *Add stone as needed to maintain six (6) inches of clean depth*
- *A pipe or culvert should be constructed under the entrance if needed to prevent surface water flowing across the entrance*



Temporary Seeding

Temporary Seeding is an erosion control practice that is needed on all bare areas to provide protection against soil movement. It is not intended to be a permanent lawn seeding, but rather a temporary erosion control practice.

- *The seeding needs to be made within seven (7) days on areas that are not planned to be disturbed for 21 days or more*
- *All soil stock piles must be temporarily seeded*
- *Apply as early in the day as possible, but no later than the end of the day, to benefit from moisture still in the surface layer*
- *Protect with straw mulch at the rate of two (2) tons per acre*
- *Apply 650 pounds of 10-10-10 fertilizer per acre*

What is an Erosion and Sediment Control Plan?

Few activities cause the magnitude of soil disturbance in urbanized areas that construction sites do. An Erosion and Sediment Control (ESC) Plan is the first step in protecting the soil resource on a construction site.

Soil erosion and the resulting sedimentation are a leading cause of water quality problems in Ohio. Therefore, through the Geauga County Commissioners the Geauga Soil and Water Conservation District (SWCD) developed the Geauga County Water Management and Sediment Control Regulations (WMSC) in order to protect the county's water resources by ensuring that the proper stormwater and erosion and sediment control measures are in place. When erosion and sediment control measures, or Best Management Practices (BMPs), are installed and maintained correctly they help prevent soil from leaving the site.

The Geauga SWCD has the authority through the Geauga County WMSC Regulations, to regulate construction sites to ensure sediment remains on site. All homeowners on any size lot are required to comply with these provisions, regardless of whether an Erosion and Sediment Plan for individual lot construction is required by your local zoning department. Check with your local zoning department to determine if this is required. The Ohio EPA through the NPDES Phase 2 Permitting program requires a permit to be obtained for all projects disturbing over one (1) acre of land. This includes landscaping and grading. Contact the Ohio EPA at 330-963-1145 for details of these requirements. The homeowner is ultimately responsible if these measures are not properly in place.

This brochure is designed to illustrate the steps involved in generating an Erosion and Sediment Control Plan. A sample plan is provided to help with the use of the proper terminology and illustrations. If required by your local zoning, please contact the Geauga SWCD to set up an appointment for assistance in the development of an Erosion and Sediment Control Plan. For further questions or a copy of the Geauga County WMSC Regulations, contact the Geauga SWCD.