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
zoning@auburntownship.com

TRUSTEES
Patrick J. Cavanagh, Chairman
Michael S. Troyan
John A. Eberly

Phone: (440) 543-7028
Auburntownship.com

SIGN 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. A check made out to Auburn Township for the permit must accompany all applications. See fee schedule.

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

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 TO BE COMPLETED BY THE APPLICANT

Please print neatly or type

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: _____
(If different from applicant's current address)

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.)

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