

**RAVENNA TOWNSHIP ZONING DEPARTMENT**  
**6115 S. SPRING ST.**  
**RAVENNA, OHIO 44266**  
**330-296-9616 PHONE    330-297-9138 FAX**  
**Office Hours: Monday – Thursday 9:00a.m.-1:00p.m.**

**ZONING CERTIFICATE APPLICATION**

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Application number \_\_\_\_\_ **APP** \_\_\_\_\_

Location Address \_\_\_\_\_

Parcel I.D. Number \_\_\_\_\_

Zoning District \_\_\_\_\_

**Application Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Contractor Information**

Company \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Certificate Information**

Residential:       New Single Family     New Multi Family     Dimensions \_\_\_\_\_ x \_\_\_\_\_  
 Addition/Alteration     Accessory Structure     Sq. Footage \_\_\_\_\_  
 Deck/porch       Fence       Pool

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Commercial:       New Structure       Addition/Alteration     Dimensions \_\_\_\_\_ x \_\_\_\_\_  
 Accessory Structure     Existing Structure       Sq. Footage \_\_\_\_\_

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Industrial:       New Structure       Addition/Alteration     Dimensions \_\_\_\_\_ x \_\_\_\_\_  
 Existing Structure       Sq. Footage \_\_\_\_\_

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Signs:       32 sq. ft. & under     over 32 sq. ft.       Special Event/Temporary  
Off Premise (Billboard)

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Demolition

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Change of Use

Present Use \_\_\_\_\_

ChangeTo \_\_\_\_\_

**ADDENDUM TO RAVENNA TOWNSHIP ZONING CERTIFICATE**

The following guidelines must be accepted as conditions for issuance of a Ravenna Township Zoning Certificate:

1. The Ravenna Township Zoning Inspector is granted reasonable access to inspect the site for compliance with the Ravenna Township Zoning Code for which this zoning certificate has been issued.
2. Any and all cutting, digging or any other action that may damage the road surface of Ravenna Township Roadways must have the prior permission of the Ravenna Township Superintendent is required with a two day working notice to (330) 296-5583.
3. When attaching to a storm drain prior approval from Ravenna Township Road Superintendent is required with a two day working notice to (330) 296-5583.
4. Zoning certificate holder accepts all responsibility for restoration of Ravenna Township Roadways and all other roadways that have been dedicated as shown on recorded subdivision plats that may be damaged by any contractor cutting, digging or any other action which damages the road surface during the use of this zoning certificate.
5. Zoning certificate holder understands that any contractor, subcontractor or supplier of the certificate holder will be responsible for immediately cleaning up and removing any and all mud, dirt, gravel or construction debris which may have been deposited on any Ravenna Township Roadway or any other dedicated roadways as show on the recorded plat. Certificate holder will be responsible for immediately cleaning any and all mud, dirt, gravel and construction debris etc. off the roadways. Violations will be issued if this addendum is not complied with.

**The following items are required to obtain a Ravenna Township Zoning Certificate.**

RESIEDENTIAL ZONING REQUIREMENTS

1. Copy of plans (floor plans and elevations)
2. Plot plan drawn as per attached instructions
3. Sewer permit
4. Parcel number (available at Tax Map Office)
5. Cash, check or money order made out to Ravenna Township Zoning.
6. Copies of approvals granted for uses and structures involved that required prior review and approval from the Zoning Commission or Board of Zoning Appeals; conditional zoning, variances, site plan review.

COMMERCIAL AND INDUSTRIAL ZONING REQUIREMENTS IN ADDITION TO THE ABOVE:

1. A copy of plans drawn to scale and the location and dimensions of the proposed building(s) or alterations.
2. Commercial plans must be stamped by a professional engineer or architect.
3. Proposed parking plan including handicap spaces and type of dust free surface.
4. Proposed signage.

SIGN REQUIREMENTS

1. A drawing of the sign with the letter sizes, colors, materials, illumination, support system, dimensions, height and square footage of the sign to determine compliance with the requirements of this Chapter.
2. A site plan showing the location of the sign from the right-of-way, on-site buildings & structures, & the property lines.

I have read these instructions and understand that these requirements are necessary for obtaining a zoning certificate.

**Note: Only the property owner's signature is accepted.**

APPLICANT: Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Approved      Certificate Number \_\_\_\_\_      Fee \$ \_\_\_\_\_

Denied: Reason \_\_\_\_\_

Zoning Inspector \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_