



City of New Franklin, Ohio

ZONING & PLANNING DEPARTMENT

5611 Manchester Road
New Franklin, Ohio 44319

TELEPHONE: (330) 882 - 4611

EMAIL: zoning@newfranklin.org OR bganoe@newfranklin.org • WEBSITE: www.newfranklin.org
OFFICE HOURS: Monday - Friday 8:30 AM - 4:30 PM • CLOSED Weekends and Major Holidays

2018 ZONING CERTIFICATE APPLICATION REQUIREMENTS

Please submit all site plan and structural plan documentation in an [Adobe PDF](#) or [Microsoft Word](#) digital file format to: bganoe@newfranklin.org OR zoning@newfranklin.org. All Zoning Certificates along with supplemental documentation will be maintained in our permanent digital archives. We prefer digital submittals since we no longer maintain a paper filing system.

The following information is required per the City of New Franklin Zoning Code Article 3, § 300.01 before the City of New Franklin Zoning & Planning Department can review, approve and prepare a Zoning Certificate for any purpose:

- **NOTE:** A comprehensive site plan and a comprehensive structural plan drawn to scale are required for all projects. *(Include all and exact structural dimensions and property line setback information).*
(Please submit as an Adobe PDF or Microsoft Word digital file format).
- The property owner's full name, street address, city, state, zip code, email address and telephone number.
- The builder or remodeling contractor's full name, business name, street address, city, state, zip code, email address and telephone number.
- The exact location of the project, including the street address, city, state, zip code, email address and telephone number. The Zoning & Planning Department will provide the parcel number for the project site.
- The intended use of the site, building, or structure, including accessory and agricultural structures.
- The uses of fences or walls to be erected including exact size, height, length, width, style, type and location. The repair or exact replacement of an existing fence shall not require an application for a Zoning Certificate.
- The installation of all signage including exact size, height, length, width, style, type and location.
- Written approval from the Summit County Public Health Department (SCPHD) for all residential dwellings *(except fences and signage)* in non-sewer areas OR written approval from the Ohio Environmental Protection Agency (OEPA) for all multifamily residential *(3-family dwellings or more)*, commercial, or industrial uses both within a designated sewer service area or in a non-sewer service area.
- A copy of a driveway opening permit issued by the City of New Franklin Service Department if no access has been previously established to the site.
- The exact dimensions, height, length, width and bulk of use, building or structure, including accessory and agricultural structures.
- The exact property line setbacks from the proposed building or structure. Specify exact measurements on the site plan.
- The yard, open area and parking space dimensions.
- The proposed number of sleeping rooms, dwelling units, occupants, employees and other uses.

Other items may be required by the City of New Franklin Zoning & Planning Department and/or the City of New Franklin Municipal Engineer depending on the type of project that is being proposed. Thank you.

ZONING CERTIFICATE APPLICATION

(NOTE: PLEASE PRINT LEGIBLY AND EMAIL TO OUR OFFICE)

PLEASE PROVIDE ALL INFORMATION BELOW IN ORDER TO PROCESS YOUR ZONING CERTIFICATE APPLICATION IN A TIMELY AND ORDERLY MANNER.



PROPERTY OWNER INFORMATION:

Property Owner(s) Name:

Street Number and Name:

City: State: Zip Code:

Home Telephone Number:

Cellular Telephone Number:

Email Address:

CONTRACTOR INFORMATION:

Contractor Name:

Business Name:

Street Number and Name:

City: State: Zip Code:

Business Telephone Number:

Cellular Telephone Number:

Email Address:

REQUIRED: Describe your proposed project in detail in the box below:
Include structural (*width X length X height*) dimensions **PLUS** all property line setback information. Email your comprehensive site plan and comprehensive structural plans along with this completed application in an **Adobe PDF** or **Microsoft Word** digital format to: zoning@newfranklin.org OR bganoe@newfranklin.org

Describe your project here: