

RUSSELL TOWNSHIP – ZONING OFFICE

Ric Machnics – Zoning Inspector 8501 Kinsman Road, P.O. Box 522, Novelty OH 44072
Diana Steffen – Assistant Zoning Inspector Phone: 440-338-5811 Fax: 440-338-7782

REQUIREMENTS FOR NEW RESIDENCE PERMITS

1. 2 copies of Site Plan (one copy to be no larger than 11 x 17) showing:
 - complete lot with lot dimensions and 2-foot contours,
 - location of proposed residence and distance to all property lines from proposed residence;
 - location of septic system and replacement area.
 - all waterways, streams, ponds, etc.
 - setbacks from all waterways.

2. 2 copies of complete sets of drawings. (One copy to be no larger than 11 x 17)

Note: 1 copy of site plan and drawings will be returned to applicant to take to the Geauga County Building Dept. when stamped approved by Z.I.

3. Exterior lighting plan.
4. Legal description of property (deed) – all dimensions on site plan to correspond to legal description.
5. Square footage of lot, and square footage of all impervious surfaces - including, but not limited to, buildings as projected on the ground, driveways, patios, tennis courts, swimming pools.
 - Include percentage of lot that is impervious surface.
6. If the lot is located within a platted subdivision OR if the area to be disturbed is over 1 acre, submit a Water Management & Sediment Control plan to Geauga Soil & Water Conservation District in Burton (440-834-1122) and bring approval letter to appointment with Zoning Inspector.

OR

If the lot is NOT within a platted subdivision AND area to be disturbed is less than 1 acre, submit a Water Management and Sediment Control plan (may be included on site plan) to the Zoning Inspector showing:

- square footage or acreage of area on site to be disturbed;
- water management and sediment control practices;
- any re-grading of property;
- installation of new lawn etc.

Completion of WMSC Plan Application form, Inspection and Maintenance Agreement, with plan review fee of \$40.00.

7. Copy of driveway permit.
8. Completion of Zoning Certificate application form at time of appointment with Z.I.
9. Payment of Zoning Certificate fee – currently \$225 for a New Residence.
(Note: Fee is doubled if work started before issuance of Zoning Certificate.)

**THE ZONING INSPECTOR IS AVAILABLE BY APPOINTMENT ON TUESDAYS
(FROM 5:30 P.M.) – PLEASE CALL TO SCHEDULE AN APPOINTMENT.**