



PLANNING & ZONING DEPARTMENT | 46 NORTH AVE, TALLMADGE, OH 44278 | P 330.633.0090 | F 330.633.1359 | ZONING@TALLMADGE-OHIO.ORG | WWW.TALLMADGE-OHIO.ORG

OFFICE USE ONLY			
RCT		FEE	
<input type="checkbox"/> PZ	<input type="checkbox"/> SVC	<input type="checkbox"/> STR	<input type="checkbox"/> UTIL <input type="checkbox"/> ENG <input type="checkbox"/> B/C

## PLANNING & ZONING CERTIFICATE APPLICATION

**BASIC APPLICATION REQUIREMENTS** (See the appropriate application guide for any additional requirements)

- Completed & Signed Application Form  
  Application Fee  
  Plot Plan  
  Building Plan  
  Additional per Application Guide

**APPLICATION TYPE** (Check all that apply)

SITE DEVELOPMENT		DEVELOPMENT	USE PERMIT
<input type="checkbox"/> Residential Construction	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Preliminary Plat/RePlat	<input type="checkbox"/> Use & Compliance
<input type="checkbox"/> Non-Residential Construction	<input type="checkbox"/> Signage	<input type="checkbox"/> Improv.Plan/ Final Plat	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Demolition	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Similar Use

### PROJECT DETAILS

PROJECT: \_\_\_\_\_

PROJECT ADDRESS/LOCATION \_\_\_\_\_

### EXISTING CONDITIONS

### PROPOSED PROJECT DETAILS, WHERE APPLICABLE

ACREAGE: \_\_\_\_\_ NO. OF LOTS \_\_\_\_\_ SQ.FT OF PROPOSED STRUCTURE: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ PROPOSED ZONING DISTRICT: \_\_\_\_\_

EXISTING LAND USE: \_\_\_\_\_ PROPOSED LAND USE \_\_\_\_\_

CHECK ALL THAT APPLY AND PROVIDE DOCUMENTATION: \_\_\_\_\_ EST COST (TRACKING PURPOSE ONLY): \_\_\_\_\_

- EASEMENT  
  FEMA FLOODPLAIN  
  RIPARIAN  
  WETLANDS

### CONTACT INFORMATION

**Applicant** \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Architect/Engineer/Surveyor/Other:** \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Owner** \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Architect/Engineer/Surveyor/Other:** \_\_\_\_\_

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### SIGNATURES & ENDORSEMENTS

\_\_\_\_\_ I UNDERSTAND THAT I MUST CONTACT SUMMIT COUNTY DEPARTMENT OF BUILDING STANDARDS (330-630-7280) TO VERIFY BUILDING DEPARTMENT REQUIREMENTS FOR APPLIED PROJECTS.

\_\_\_\_\_ I UNDERSTAND THAT I MUST CONTACT THE CITY OF TALLMADGE ZONING DEPARTMENT WHEN THE PROJECT IS STAKED OUT FOR SETBACK COMPLIANCE. I AM RESPONSIBLE FOR DETERMINING PROPERTY LINES AND MAINTAINING THE APPROVED SETBACKS.

The undersigned hereby certifies that the information in and with this application is accurate, and consents to employees and/or agents of the City entering the premises for inspection verification of the information submitted.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY		
REVIEWED BY:	DATE:	ZONING
<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED AS NOTED	<input type="checkbox"/> DENIED
		CODE

## CERTIFICATE OF USE & COMPLIANCE APPLICATION (NON-RESIDENTIAL) U&C NR | Page 2

**ADDRESS OR TAX PARCEL ID:** \_\_\_\_\_

A Certificate of Use & Compliance must be obtained prior to occupying or leasing any non-residential property or tenant space. The application should be filled out by the occupying business owner and submitted with all applicable forms, plans and fees to the Planning & Zoning Department. A Certificate must also be obtained whenever a business changes ownership or a full/partial change from one business use to another occurs. A change in use may also require a review by the Planning and Zoning Commission.

**SIGNAGE:** Zoning approval is required in advance for all Temporary & Permanent Signs. Contact the Planning & Zoning Department to discuss signage needs.

Any interior modification may require building permits through Summit County Department of Building Standards.  
Any exterior modification may require Zoning and Building permits.

Upon proper submittal of all required information and approval by the Planning and Zoning Department, it is the Applicant's responsibility to contact the Summit County Department of Building Standards (330-630-7280) and the Tallmadge Fire Department (330-633-0970) to verify any other requirements.

### BUSINESS INFORMATION:

**NEW TENANT**     **CHANGE OF USE**     **FLOOR PLAN ATTACHED**     **Fee: \$25.00**

BUSINESS NAME		
BUSINESS LOCATION		
BUSINESS OWNER		
MANAGER OF FACILITY		
DAYS/HOURS OF OPERATION		
# OF EMPLOYEES	FULL-TIME	PART-TIME
ANTICIPATED ANNUAL INCOME <small>(excluding health benefits—for tracking purposes only)</small>		
BUSINESS TYPE <small>(Commercial, Industrial, Agricultural, Public/Institutional)</small>		
BUSINESS/TENANT	LINEAR FRONTAGE: ft	SQUARE FOOTAGE: sf
Specific description of proposed business operation, service or product:		

### BUSINESS CONTACT INFORMATION:

PROPERTY OWNER, if different		Phone:
PROPERTY OWNER ADDRESS		
24/7 Emergency Contact		24/7 Phone:
APPLICATION COMPLETED BY		Phone:
EMAIL		