



Permit Application Submission Procedure

Commercial Zoning

A Zoning Permit is issued by the City of Tallmadge Planning & Zoning Department for all structures (new construction, additions, and accessory uses) approving the use and location in accordance of the City's Comprehensive Plan. Application to be made after approvals are granted by the Planning & Zoning Commission.

A completed application with one (1) Site Plan (drawn to scale), one (1) Building Plan with appropriate payment must be submitted to the Zoning Code Official for approval.

Check for appropriateness to Zoning District with the Planning & Zoning Department.

- Site Plan to include:
 - Total area
 - All structures with dimensions and location
 - Intended use
 - Zoning of property and adjacent properties
 - Topography
 - Easements
 - Landscaping
 - Accessways
 - Finish grade
 - Drainage plans
 - Parking & loading locations
 - Screening
 - Walls/fences
 - Water/Sewer lines
 - Lighting
- Building Plan to include:
 - All elevations
 - Structure to scale
- Review by the Zoning Code Official within 14 days of receipt.
- Work must begin within one year or Zoning Certificate is void.
- Separate Permits for water, sewer, street openings (with bond), signs, fencing and retaining walls are required from City of Tallmadge Planning & Zoning Department.
 - Note: If Summit County Water is needed a Street Opening Permit/Bond must be obtained from City of Tallmadge Planning & Zoning Department and taken to the Summit County Water Department for service.
- Zoning Certificate and Permits are issued and taken in person to Summit County Department of Building Standards at 1030 E. Tallmadge Avenue, Akron, Ohio to acquire a Building Permit.
- Building, electrical, HVAC and plumbing permits are required from Summit County Department of Building Standards.
- City of Tallmadge Planning & Zoning Department at 330-633-0090 requires an inspection for Zoning compliance when structure is staked out on property.**
- Final inspection is required by City of Tallmadge for site improvements upon completion of structure.**

Note: Any structures and signs to be located in the Design Control District are required to receive a Certificate of Appropriateness from the Tallmadge Heritage Commission before a Zoning Certificate is issued.



COMMERCIAL ZONING APPLICATION

For New Construction, Additions, or Accessory Uses complete applicable areas of this form and include
1 Site Plan and 1 Building Plan.

This project may also require a Water/Sewer permit, Right-of-Way Permit and/or copy of DOSSS/EPA Permit.

Project Address:		Zoning District:
Description of Work:		

APPLICANT NAME:			
COMPANY NAME:			
PHONE:		EMAIL ADDRESS:	

PROPERTY OWNER INFORMATION				
Name				
Mailing Address				
City		State		Zip Code
Phone Number		Email Address		

CONTRACTOR INFORMATION				
<i>(All contractors <u>working in the right-of-way</u> are required to register with the City)</i>				
Company Name				
Mailing Address				
City		State		Zip Code
Contact Person				
Phone Number		Email Address		

ZONING FEE SCHEDULE (select all that apply)	
<input type="checkbox"/> Commercial New Construction	\$100
<input type="checkbox"/> Commercial Addition/Alteration	\$75
<input type="checkbox"/> Commercial Accessory Structure	\$50
<input type="checkbox"/> Industrial New Construction	\$100
<input type="checkbox"/> Industrial Addition/Alteration	\$75
<input type="checkbox"/> Industrial Accessory Structure	\$50
Total:	\$___

A separate permit is required for Signs (including Construction Project, etc.), Fencing and Retaining Walls.

Continue on Page 2

Boards & Commissions approval? Yes No N/A

Date Granted: ____/____/____ By: _____
(Indicate Board or Commission)

Date Granted: ____/____/____ By: _____
(Indicate Board or Commission)

Date Granted: ____/____/____ By: _____
(Indicate Board or Commission)

City Engineer Review required? Yes No If yes, date of approval: ____/____/____

All easements shown on site plan? Yes No Riparian Setbacks required? Yes No

All Street Opening and Utility Connection Permits obtained? Yes No D.O.S.S Permit No: _____

Setbacks are measured from the closest point of the structure to the property line (feet):

_____ Main Road Frontage	_____ Right Setback - Property Line to Structure
_____ Lot Depth from Road Right-of-Way	_____ Lot Width at Building Line
_____ Front Setback - Property Line to Structure	_____ Width of Structure
_____ Left Setback - Property Line to Structure	_____ Depth of Structure
_____ Rear Setback - Property Line to Structure	_____ Height of Structure
_____ Sub- Ground Sq. Ft. _____ 1 st Floor Sq. Ft. _____ 2 nd Floor Sq. Ft. _____ Project Total Sq. Ft.	

Approvals are solely based on information and plans submitted and becomes void if altered without prior approval of the Planning & Zoning Department. A Zoning Certificate under which no work is commenced within one (1) year shall expire per TCO 1136.02 (c).

THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION IN AND WITH THIS APPLICATION IS TRUE AND ACCURATE, AND CONSENTS TO AGENTS OF THE CITY ENTERING PREMISES FOR INSPECTION AND VERIFICATION OF INFORMATION SUBMITTED IF THIS APPLICATION IS APPROVED.

_____ I UNDERSTAND THAT I MUST CONTACT THE 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 PLANNING & ZONING DEPARTMENT WHEN THE PROJECT IS STAKED OUT FOR SETBACK COMPLIANCE. I AM RESPONSIBLE FOR MAINTAINING THE APPROVED SETBACKS.

Applicant Signature: _____ Date: _____

Owner/Authorized Agent Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Tallmadge Service Department Approval: _____ Date: _____

City of Tallmadge Approval: _____ Date: _____