

# Liverpool Township Zoning

6801 School Street  
Valley City, Ohio 44280  
[www.liverpooltp.org](http://www.liverpooltp.org)

## Application for "C", "M", Or "I" District Zoning Certificate

Zoning Certificate Number \_\_\_\_\_

### *Please Read & Complete All Sections of the Application*

The undersigned hereby applies to Liverpool Township, Medina County, Ohio for a zoning certificate for the described use. Said certificate to be issued on the basis of the information contained within this application and its attachments. This application is to be submitted to the office of the Zoning Inspector. The Applicant is **required** to submit plans showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot, and the location and dimensions of the proposed buildings, alterations, driveways and parking areas.

1. Land Owner's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Address of Property \_\_\_\_\_

3. Permanent Parcel Number (Found on Tax Bill) \_\_\_\_\_

4. Builder's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

5. Reason for Zoning Certificate:

New Plant, Office, Store \_\_\_\_\_ Addition to Plant, Office, Store \_\_\_\_\_

New Accessory Building \_\_\_\_\_ Addition to Accessory Building \_\_\_\_\_

6. Zoning District (Check One): Commercial \_\_\_\_\_ Manufacturing \_\_\_\_\_ Industrial \_\_\_\_\_

7. Existing Use of Building(s) and/or Lot \_\_\_\_\_

8. Proposed Use of Building(s) and/or Lot \_\_\_\_\_

9. Dimensions of Proposed Building:

Structure Width \_\_\_\_\_ Feet

Structure Length \_\_\_\_\_ Feet Office Area \_\_\_\_\_ Square Feet

Structure Height \_\_\_\_\_ Feet Total Area \_\_\_\_\_ Square Feet

10. Approximate Construction Cost \$ \_\_\_\_\_

11. Lot Dimensions: Frontage \_\_\_\_\_ Feet  
 Area in Acres \_\_\_\_\_
12. Check One: Sanitary Sewer \_\_\_\_\_ On Site Septic \_\_\_\_\_
13. Yard Setback Dimensions:  
 Shortest Distance from Proposed Building to Road Right Of Way \_\_\_\_\_ Feet  
 Shortest Distance from One Side Lot Line to Proposed Building \_\_\_\_\_ Feet  
 Shortest Distance from Other Side Lot Line to Proposed Building \_\_\_\_\_ Feet  
 Shortest Distance from Rear Yard Lot Line to Proposed Building \_\_\_\_\_ Feet  
 Shortest Distance from Proposed Building to Closest Existing Building \_\_\_\_\_ Feet
14. Will Ingress Or Egress To The Proposed Building Or Lot Be From A State, County, Or Township Road?  
 \_\_\_\_\_ (A Driveway/Culvert Permit Must Be Obtained And Attached)
15. Driveway and Parking Dimensions: Length of Driveway \_\_\_\_\_ Feet  
 (For New Dwelling Construction Only) Width of Driveway \_\_\_\_\_ Feet  
 Number of Off Street Parking Spaces \_\_\_\_\_
16. Is All/Part Of Proposed Building/Lot Located In The Flood Plain? \_\_\_\_\_  
 If Yes What Portion? \_\_\_\_\_

The Applicant is required to submit plans showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot, and the location and dimensions of the proposed buildings, alterations, driveways and parking areas.

**IT IS UNDERSTOOD AND AGREED THAT ANY ERROR, MISSTATEMENT, MISREPRESENTATION OF FACT OR EXPRESSION OF FACT, WHETHER INTENDED OR NOT, THAT WOULD CAUSE A ZONING CERTIFICATE TO BE ISSUED, THAT WOULD OTHERWISE BE DENIED, SHALL CONSTITUTE SUFFICIENT GROUND FOR REVOCATION OF ZONING CERTIFICATE AT ANY TIME. THE APPLICANT HEREBY CERTIFIES THAT ALL INFORMATION IN THIS APPLICATION AND ITS ATTACHMENTS ARE TRUE AND CORRECT. THE APPLICANT FURTHERMORE UNDERSTANDS THAT THIS CERTIFICATE SHALL BECOME NULL AND VOID AND OF NO EFFECT ONE (1) YEAR FROM THE DATE OF ISSUANCE UNLESS CONSTRUCTION IS STARTED.**

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

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***\*\*No Fees Refunded After Recording by the Township Fiscal Officer\*\****

Date Received \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_

Date of Action on Application \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature of the Liverpool Township Zoning Inspector \_\_\_\_\_

# Liverpool Township Zoning

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## Site Plan Review

This application must be prepared and submitted as an attachment to all applications for a zoning certificate requesting commercial, industrial, manufacturing and conditionally permitted uses. Submit a site plan drawing to scale, showing: **(You Must Submit 10 Copies of the Drawings and Supporting Documents)**

- A) Topography
- B) Existing and proposed building(s) location
- C) Existing and proposed use(s) of the building(s)
- D) Parking lot spaces, aisles, and loading platforms
- E) Landscaping plans
- F) Architectural drawings
- G) Signs and exterior lighting
- H) Outside storage areas including trash areas

Prepare a narrative description of the proposed activity or operation in sufficient detail so that an in depth evaluation can be made. Special attention must be given to the areas of:

- A) Noise levels and lighting intensity
- B) Emission of smoke, dust, ashes, and gases
- C) Odors – their source and control
- D) Disposal of industrial wastes into the sanitary sewer or watercourses
- E) Storage of industrial products or wastes containing poisonous, corrosive, flammable, or explosive materials.

The applicant hereby certifies that all the information submitted as attachments to this application is true and correct.

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

\*\*\*\*\*

Date Received: \_\_\_\_\_ Zoning Certificate Application: \_\_\_\_\_

Zoning Commission/Board of Zoning Appeals Meeting Date: \_\_\_\_\_

Modifications and/or Conditions: None: \_\_\_\_\_ Noted and Changes Attached: \_\_\_\_\_

This Site Plan Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Approved with Changes: \_\_\_\_\_

This Applicant Agrees to All Modifications and/or Conditions as noted above.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Zoning Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

# Site Plan Review Guidelines

## **Introduction:**

Because the development of any substantial building project has an impact on other public and private action in the township, such as roads, sewers, water mains, and the health, safety, and welfare of neighbors, it is necessary, prior to development, that all concerned know precisely what the developer has in mind. Thus, the site plan review process offers a unique opportunity for all public officials, the utilities, safety, and emergency forces, and the developer to get a clear understanding of what is to be done before the project is started. With this objective in mind, the developer is encouraged to prepare for the review as detailed a set of plans as resources will allow.

As part of a complete site plan review (as per Section 216 (A) of the Liverpool Township Zoning Resolution) the following two documents must be prepared:

- 1) Scale drawings and/or blue prints
- 2) Narrative Description

These two documents must be submitted with all applications for a zoning certificate requesting Commercial (Except for 1 and 2 family dwellings in the "C" District), Industrial, Manufacturing and Conditionally Permitted uses.

To assist the applicant in the orderly development of the site plan to required specification; the following guidelines have been outlined.

## **Scale Drawings and/or Blue Prints:**

1. Topographical features of the lot, boundary lines, dimensions, references; natural features, such as woodlots, streams, lakes, and ponds; an arrow pointing north and the lot area of the land included in the site plan.
2. Existing and proposed buildings; location, shapes, sizes, heights, areas, basements, ground coverage ratios, finished grades and drainage systems; man-made features such as existing roads and structures, with indications as to which are to be retained, removed or altered; Identify adjacent properties and their uses.
3. Activity areas in and around the structure.
4. On site vehicular and pedestrian traffic circulation patterns, parking plan and total number of spaces, aisles, and loading platforms; street, driveway and sidewalk dimensions.
5. Landscape plans including screening of parking, trash, service areas and storage of materials, equipment, and supplies.
6. Indicate size and location of existing and proposed public and private utilities and required landscaping.
7. Signs and exterior lighting details.

8. A drawing and/or rendering of the structures completed exterior in relationship to the surrounding street system.

9. Legal description of the land included in the site plan and of the lot. The name, address and telephone number of the owner, developer and designer.

**Narrative:**

A narrative description of the proposed activity and/or occupation must be provided and explained in sufficient detail so that an in depth evaluation can be made. Special attention must be given to the following Sections of the Liverpool Township Zoning Resolution pertaining to each district. In writing, please address with as much detail as appropriate to the activity or project, each of the outlined items. Adhering to the outline will greatly speed up the review process for all concerned. Appropriately label non-applicable items.

**Rural Residential District (AH Conditional Uses)**

Carefully read **Sections 216(4) - (F), 301.2 (8), 301.2(A) - (D), and 301.4(A) - (6)**. Next, address each of the items listed in **Sections 604(A) - (6)**. Address each applicable item under **Section 605(A) 1-25**  
Address all applicable items in **Article IV and Article V**

**Commercial District (All Uses except 1 and 2 family dwellings) Permitted:**

Carefully read **Sections 216(A) - (F), 302.2(A) 1 - 13, 302.3(A) - (F)** Next address in detail **Sections 216(D)** and **302.4(A) - (C)** Address in detail all applicable items in **Article XV and Article V**

**Conditional**

Carefully read **Sections 302.2(8) 1 - 4 and 302.3(A) - (F)** Address in detail **Sections 216(D) and 604(A) - (6)** Address each applicable item under Section 605(A) 1-25 • Address in detail all applicable items in **Article IV and Article V**

**Manufacturing District**

**Permitted:**

Carefully read **Sections 304.5(A), 304.2(A) 1 - 5, 304.3(A) - (&) and 304.4**  
Address in detail all items in **Sections 216(D) and 304.5(B) - (6)**  
Address all applicable items in **Article IV and Article V**

**Conditional:**

Carefully read **Section 304.2(8)**  
Carefully read **Sections 304.3, 304.4 and 304.5**  
Address in detail all items in **Sections 216(D), 604(A) - (6)**, and all applicable items in **Section 605(A) 1-25**  
Address in detail all applicable items in **Article IV and Article V**

***Industrial District (All Uses)***

***Permitted Uses:***

Carefully read **Sections 303.4(A), 303.2(A), 216** and **304.4(A)**

Address in detail all items in **Section 303.4(8) - (E)**

Address in detail all items in **Sections 216(D), 604(A) - (G)**, and all applicable items in 605

Address in detail all applicable items in **Article IV** and **Article V**

Carefully **review** emission standards in **Section 303.2**

***Conditional:***

Carefully read **Sections 303.2(B) - (C), 303.3(A) - (I), 216(D)** and **304(A)**

Address in detail all items in **Sections 216(D)** and **303.4(B) - (E)**

Address in detail all applicable items in **Section 605(A) 1-25**

Address in detail all applicable items in **Article IV** and **Article V**