

RUSSELL TOWNSHIP – ZONING OFFICE

Shane Wrench - Zoning Inspector 8501 Kinsman Road, P.O. Box 522, Novelty OH 44072

Phone: 440-338-5811 Email: zoning@russelltownship.us Fax: 440-338-7782
Township website: www.russelltownship.us

**The Zoning Inspector is available by appointment on Monday, Wednesday and Friday.
Please call to schedule an appointment.**

REQUIREMENTS FOR NEW RESIDENCE PERMITS

1. 2 copies of Site Plan 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 12 x 18)

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. Approval of Water Management & Sediment Control plan:

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.

Also Complete WMSC Plan Application form including Inspection and Maintenance Agreement (form available in Township Zoning Office or on Township website), and submit to Zoning Inspector 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 \$300 for a New Residence.
(Note: Fee is doubled if work started before issuance of Zoning Certificate.)