



# Village of South Russell

BUILDING AND ZONING DEPARTMENT  
440-338-1312  
building@southerussell.com

APPLICATION # \_\_\_\_\_  
RECEIPT # \_\_\_\_\_  
PERMIT # \_\_\_\_\_  
DATE: \_\_\_\_\_

## APPLICATION FOR ZONING PERMIT PLEASE PRINT CLEARLY

Name of Applicant: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Applicant Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Owner of Record (if different from applicant): \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*If Applicant is not the Owner of Record, Applicant must either attach Owner of Record's permission to this Application or provide Owner of Record's Signature Permitting the Submission of this Application*

Owner of Record Signature Permitting Submission of this Application: \_\_\_\_\_  
Date: \_\_\_\_\_

Property Address (if different from Applicant's address): \_\_\_\_\_  
Permanent Parcel Number: \_\_\_\_\_

Provide the zoning district in which the property is located (i.e., R-1A, B-2, etc.): \_\_\_\_\_  
Provide a description of the existing use of the property (i.e., residential, commercial): \_\_\_\_\_  
Provide a description of the proposed use of the property: \_\_\_\_\_

If this application is for a change in occupancy in the business or industrial district, please provide details of such change: \_\_\_\_\_

If this application is for a fence, please provide a site plan/map, drawn to scale, with a north directional arrow and date, showing the location of the proposed fence on the property and include the following:

- a. New total length connected: \_\_\_\_\_; and
- b. Total fencing on lot: (1) Existing \_\_\_\_\_ (2) Proposed \_\_\_\_\_.

If this application is for a sign, please provide a site plan/map, drawn to scale, with a north directional arrow and date, showing the location of the proposed sign on the property and include the following:

a. Building frontage \_\_\_\_\_ b. Usage type \_\_\_\_\_ c. Location type \_\_\_\_\_.

Is this application for a new structure? \_\_\_\_\_ An addition/alteration? \_\_\_\_\_

Will this structure be habitable or non-habitable? \_\_\_\_\_

If an accessory structure, state what the accessory structure be used for: \_\_\_\_\_

Please provide a set of blueprints for any proposed structure (including an accessory structure).

Please also provide a site plan/map, drawn to scale, with a north directional arrow and date, showing the following for any proposed structure (including an accessory structure) on the property:

- a. Lot width: front \_\_\_\_\_ rear \_\_\_\_\_;
- b. Lot depth – left \_\_\_\_\_ right \_\_\_\_\_;
- c. Setbacks in feet from all lot lines in feet of structures on the property:
  - (1) Existing structure(s): Front \_\_\_\_\_ Rear \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_;
  - (2) Proposes structure(s): Front \_\_\_\_\_ Rear \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_;
- d. Total lot size: \_\_\_\_\_;
- e. Dimensions and elevations in feet of any proposed structure on property:
  - (1) Length \_\_\_\_\_ (2) Width \_\_\_\_\_ (3) Height \_\_\_\_\_;
- f. Total project square feet: \_\_\_\_\_;
- g. Height of all structures in feet: existing \_\_\_\_\_ proposed \_\_\_\_\_;
- h. Name/location of any existing road, public or private, adjacent to the property: \_\_\_\_\_;
- i. Location and dimensions in feet of any easements on the property:
  - (1) Existing: \_\_\_\_\_;
  - (2) Proposed: \_\_\_\_\_;
- j. Location and description of any existing and proposed landscaping and buffer areas on the property: \_\_\_\_\_;
- k. Location of any exterior lighting features;
- l. For business/commercial and industrial uses, the location, dimensions in feet and number of loading and unloading spaces \_\_\_\_\_; and
- m. For business/commercial and industrial uses, the location, dimensions in feet, and number of parking spaces, if any, and proposed on the property:
  - (1) Existing \_\_\_\_\_ (2) Proposed \_\_\_\_\_ (3) Location \_\_\_\_\_;

***Any incomplete or inaccurate applications will be returned to the applicant.***

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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FOR OFFICE USE ONLY

Re: \_\_\_\_\_  
Address in South Russell

ZONING INSPECTOR, having reviewed this application and any site plan and/or blueprints/drawings (if applicable) finds the following action(s) required in accordance with the Zoning Code of the Village of South Russell:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forward to Planning Commission<sup>1</sup> \_\_\_ Forward to Board of Zoning Appeals<sup>2</sup> \_\_\_ Forward to ARB<sup>3</sup> \_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Zoning Inspector*

Required Action of the Planning Commission on \_\_\_\_\_, 20\_\_\_\_, was as follows:

Approval \_\_\_ Conditional Approval \_\_\_ Conditions attached \_\_\_ Denied \_\_\_

Such Action of the Planning Commission is hereby certified by the Planning Commission Secretary on \_\_\_\_\_, 20 \_\_\_\_.

Signature: \_\_\_\_\_  
*Planning Commission Secretary*

\_\_\_\_\_  
<sup>1</sup> If forwarded to the Planning Commission, applicant must complete the Application for Planning Commission Review (Form Z- \_\_\_\_).

<sup>2</sup> If application is forwarded to Board of Zoning Appeals, applicant must complete the Application for Variance or Zoning Inspector Error to the Board of Zoning Appeals (Form Z-6).

<sup>3</sup> If application is forwarded to the Architectural Board of Review, applicant must complete the appropriate application for ABR review.