

PROCEDURE FOR OBTAINING A PLAIN TOWNSHIP ZONING PERMIT

Applications can be obtained from the Plain Township Zoning Department. All applications must be completed in their entirety and submitted to the Zoning Director for review with the following information:

Residential Permits

For A New Residential Construction:

- Zoning Application
- Site Plan*
- Copy of Official House Numbering Slip
- Copy of Sewer/Septic Approval
- Copy of Driveway Permit
- Full Set of Construction Plans, including foundation plan, floor plan, and elevation drawings

Note: Approval of the Stark County Regional Planning Commission is necessary for all construction on unplatted land other than single family dwellings.

For Additions, Accessory Structures, Decks, Swimming Pools and Satellite Dishes:

- Zoning Application
- Site Plan*

Commercial/Business or Industrial Permits

For A New Commercial/Business/Industrial Construction:

- Zoning Application
- Two (2) Site Plans*
- Copy of Official House Numbering Slip
- Copy of Sewer/Septic Approval
- Copy of Driveway Permit
- Two (2) Full Sets of Construction Plans -including foundation plan, floor plan, electrical, plumbing, HVAC, fire suppression, parking plan, and elevation drawings
- Stark County Regional Planning Commission Approval

Note: All commercial building tenants are required to obtain a Certificate of Conformance prior to beginning any business use.

For Commercial/Business/Industrial Additions and Accessory Structures:

- Zoning Application
- Two (2) Site Plans*
- Two (2) full sets of Construction Plans - including foundation plan, floor plan, electrical, plumbing, HVAC, fire suppression, parking plan, and elevation drawings
- Stark County Regional Planning Commission Approval

Notice of Intent Form must be filed for any earth disturbing activity on more than one (1) acre of land.

All applications and plans are reviewed by the Zoning Director.

IF APPROVED:

1. The permit will be prepared and the applicant will be notified when it is ready.
2. The applicant (or approved agent) must sign the permit and pay all fees when the permit is picked up.
3. **Once a valid zoning permit has been issued, the property owner is responsible for obtaining all necessary building permits from the Stark County Building Department.**
4. Follow-up inspections by the Zoning Department are performed in 45-60 days to verify that construction is in accordance with the permit.

IF DENIED:

A denial form will be attached to a copy of the application and returned to the applicant with further instructions regarding possible appeal process.

***Site Plan Definition:** An overhead view of the property **drawn to scale** including the size of the lot, abutting streets, the dimensions and location of any existing structures from all lot lines, the dimensions and location of any existing driveways or parking areas from all lot lines, the dimensions and location of proposed structure or addition from all lot lines. (A Mortgage Location Survey, from when you bought your home, works great!!!!)

***Please note: For any construction, particularly within close proximity to a street, the edge of pavement is NOT the property line. Check street right-of-way with the Zoning Department.**

House Number: Stark County House Numbering Dept., 110 Central Plaza S, Ste. 230 (330)451-7843

Sewer: Stark County Sanitary Engineering Dept., 1701 Mahoning Road NE (330) 451-2303

Septic: Stark County Health Dept., 3951 Convenience Circle NW (330) 493-9904

Driveways on Township Streets: Plain Twp. Road Dept., 6300 Heminger Ave NE (330) 492-3423

Driveways on State Highways or Streets: ODOT, 4505 Atlantic Blvd E (330) 452-0365

Building Permits: Stark County Building Dept., 100 Central Plaza N (330) 451-1770

Stark County Regional Planning Commission: 201 3rd Street NE, Ste. 201 (330) 451-7389

For Further Information Call
Plain Township Zoning Department
(330) 492-4686 8am-4:00pm., Monday-Friday