



# PLAIN TOWNSHIP ZONING DEPT

2600 Easton Street NE, Canton, Ohio 44721-2655

Phone (330) 492-4686 • Fax (330) 492-5136

E-mail: zoning@plaintownshipstarkoh.com

## **PROCEDURE FOR OBTAINING A PLAIN TOWNSHIP ZONING PERMIT**

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

### **Residential Permits**

#### **For New Residential Construction:**

1. Zoning Application
2. Site Plan
3. Copy of Official House Numbering Slip
4. Copy of Sewer/Septic Approval
5. Copy of Driveway Permit
6. Full Set of Construction Plans, including foundation plan, floor plan and elevation drawings

#### **For Additions, Accessory Structures, Decks, Swimming Pools etc.**

1. Zoning Application
2. Site Plan
3. If the property is on a septic system, an approval letter from the Health Department is required.

### **Commercial/Business or Industrial Permits**

#### **For New Commercial/Business/Industrial Construction:**

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

#### **For Commercial/Business/Industrial Additions and Accessory Structures:**

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

**Please Note:**

1. A To Scale site plan with North arrow must be submitted with the application. The site plan must include property dimensions, size and location (setbacks) of all existing and proposed structures and platted easements. If you have septic, you must obtain a Stark County Health Department permit first. It is your responsibility to check your deed and HOA restrictions.  
(A Mortgage Location Survey, from when you bought your home, works great!!!!)
2. For any construction, particularly within close proximity to a street, the edge of pavement is NOT the property line.
3. Notice of Intent Form must be filed with Stark Soil & Water Conservation District for any earth disturbing activity on more than one (1) acre of land.
4. Approval of the Stark County Regional Planning Commission is necessary for all construction on unplatted land other than single family dwellings.
5. All commercial building tenants are required to obtain a Certificate of Conformance Permit from Plain Township prior to beginning any business use.

All applications and plans are reviewed by the Zoning Director.

**IF THE APPLICATION IS APPROVED:**

1. The applicant will be notified when the permit is ready and what the fee is.
2. The property owner is responsible for obtaining all necessary building permits from the Stark County Building Department.
3. Follow-up inspections by the Zoning Department are performed in 45-60 days to verify that construction is in accordance with the permit.

**IF THE APPLICATION IS 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.

**House Number:** Stark County House Numbering Dept., 201 3<sup>rd</sup> Street NE, Ste 201 (330)451-7389

**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 County Streets:** Stark County Road Dept., 5165 Southway St SW (330) 477-6781

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

**Building Permits:** Stark County Building Dept., 3951 Convenience Cir, Ste 110 (330) 451-1770

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

**Stark Soil & Water Conservation District:** 2650 Richville Drive SE, Ste 103 (330) 830-7700

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