

Montville Township Zoning Office
6665 Wadsworth Road
Medina, Ohio 44256
Judith Emrick, Zoning Inspector
330.725.8313. ~ 330.722.6716 Fax
Office Hours: Monday, Tuesday, Wednesday 9 a.m. ~ 2 p.m.
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Thank you for your interest in developing in Montville Township.

Please be advised that Montville Township has established a Joint Economic Development District (JEDD) with the City of Medina. The Community Business area along Ohio 3 and the southeast corner of Normandy Park Drive and Ohio 18 have been designated for future JEDD development should you have questions please do not hesitate to contact Judith Emrick, Zoning Inspector 330-725-8313 or Attorney John Coyne at 330-849-6677.

The following information is provided to assist in the review and approval of your project.

1. The Development Plan Review process consists of three (3) phases – the *Concept Plan Discussion*, *Preliminary Plan Review* and *Final Development Plan Review and Approval*.

The *Concept Plan Discussion* meeting is not mandatory; however, taking time to meet with the Zoning Commission to review your proposed plan and to discuss expectations, may save time as the process moves forward.

2. The Montville Township Zoning Resolution is available on our website at [montvilletwp.org](http://montvilletwp.org). It would be helpful to review the following sections of the code which will be addressed during your Preliminary and Final Development Plan Review and Approval meetings.
  - Chapter 430, Commercial District Regulations
  - Chapter 450, Conditional Use Regulations (if applicable)
  - Chapter 510, Sign Regulations
  - Chapter 520, Off-Street Parking and Loading Regulations
  - Chapter 530, Landscaping, Screening, and Outdoor Lighting Regulations
  - Chapter 560, Land Disturbance Regulations
  - Chapter 570, Establishment of Riparian and Wetland Setbacks
  - Chapter 720, Development Plan Review

In the event that you need clarification regarding the terms used in the text, please refer to Chapter 210, Definitions.

3. The application for the Preliminary and Final Development Plan Review is attached. If the applicant is not the property owner, the application must be signed by the property owner, or a letter signed by the property owner granting the applicant authority to represent the owner in this matter must be submitted with the application. Also attached is a copy of the Land Disturbance Review Application which must be submitted with the Development Plan Review Application. The two procedures are scheduled simultaneously for review and approval.
4. The Zoning Commission will review the Development Plan and Land Disturbance applications. Their meetings are scheduled for the second and fourth Wednesday of each month. (Please see attached schedule.)

If a variance and/or a Conditional Use Permit are needed for your project, it will be necessary for you to appear before the Board of Zoning Appeals. They meet the first and third Monday of each month. (Please see attached schedule.)

A complete schedule of filing deadlines and meeting dates is also available on our website.

5. The Fees and Services Schedule is available on the Montville Township website (a copy is included in this packet); however, if you have specific questions regarding the calculation of fees, please contact the Zoning Office.
6. In accordance with the requirements of Chapter 720, Section 720.11, Financial Guarantee, after your plan has been approved, a performance bond or other financial guarantee will need to be posted and accepted by the Montville Township Trustees. This requirement must be fulfilled before any zoning certificates for your project are issued.
7. If your project will be located on a state highway, please contact the Ohio Department of Transportation (ODOT) for applicable requirements.

Ms. Julie A. Cichello  
Traffic Planning Engineer  
ODOT District 3  
1.800.276.4188 ext. 7168

8. Please contact the following county agencies for information regarding their requirements and necessary approvals for your project:

Medina County Highway Engineer 330.723.9561

Medina County Sanitary Engineer 330.723.9585

Medina County Department of

Planning Services 330.722.9219

Medina County Building Department 330.722.9223

We look forward to working with you throughout the review and approval of your project. If you have questions regarding the above information or need additional assistance, please do not hesitate to contact me.

Cordially,

Judith Emrick  
Zoning Inspector

**2011 MONTVILLE TOWNSHIP MEETING SCHEDULE  
TRUSTEES, BOARD OF ZONING APPEALS (BZA), AND ZONING COMMISSION (ZC)**

|                  | <u>Trustees*</u>                                           | <u>BZA**</u>                      | <u>Cutoff</u>        | <u>ZC**</u>                       | <u>Cutoff</u>        |
|------------------|------------------------------------------------------------|-----------------------------------|----------------------|-----------------------------------|----------------------|
| <b>January</b>   | 01/3/11 11:00 a.m.<br>Special Mtg.<br>01/11/11<br>01/25/11 | 01/03/11<br>01/17/11 – No Meeting | 12/06/10             | 01/12/11<br>01/26/11              | 12/15/10<br>12/29/10 |
| <b>February</b>  | 02/08/11<br>02/22/11                                       | 02/07/11<br>02/21/11 – No Meeting | 01/10/11             | 02/09/11<br>02/23/11              | 01/12/11<br>01/26/11 |
| <b>March</b>     | 03/08/11<br>03/22/11                                       | 03/07/11<br>03/21/11              | 02/07/11<br>02/21/11 | 03/09/11<br>03/23/11              | 02/09/11<br>02/23/11 |
| <b>April</b>     | 04/12/11<br>04/26/11                                       | 04/04/11<br>04/18/11              | 03/07/11<br>03/21/11 | 04/13/11<br>04/27/11              | 03/16/11<br>03/30/11 |
| <b>May</b>       | 05/10/11<br>05/24/11                                       | 05/02/11<br>05/16/11              | 04/04/11<br>04/18/11 | 05/11/11<br>05/25/11              | 04/13/11<br>04/27/11 |
| <b>June</b>      | 06/14/11<br>06/28/11                                       | 06/06/11<br>06/20/11              | 05/09/11<br>05/23/11 | 06/08/11<br>06/22/11              | 05/11/11<br>05/25/11 |
| <b>July</b>      | 07/12/11<br>07/26/11                                       | 07/04/11 – No Meeting<br>07/18/11 | 06/20/11             | 07/13/11<br>07/27/11              | 06/15/11<br>06/29/11 |
| <b>August</b>    | 08/09/11<br>08/23/11                                       | 08/01/11<br>08/15/11              | 07/05/11<br>07/18/11 | 08/10/11<br>08/24/11              | 07/13/11<br>07/27/11 |
| <b>September</b> | 09/13/11<br>09/27/11                                       | 09/05/11 – No Meeting<br>09/19/11 | 08/22/11             | 09/14/11<br>09/28/11              | 08/17/11<br>08/31/11 |
| <b>October</b>   | 10/11/11<br>10/25/11                                       | 10/03/11<br>10/17/11              | 09/05/11<br>09/19/11 | 10/12/11<br>10/26/11              | 09/14/11<br>09/28/11 |
| <b>November</b>  | 11/08/11<br>11/22/11                                       | 11/07/11<br>11/21/11              | 10/03/11<br>10/24/11 | 11/09/11<br>11/23/11 – No Meeting | 10/12/11             |
| <b>December</b>  | 12/13/11<br>12/27/11                                       | 12/05/11<br>12/19/11 – No Meeting | 11/07/11             | 12/14/11<br>12/28/11 – No Meeting | 11/16/11             |

\*Meetings begin at 7:30 p.m., unless noted otherwise

\*\*Meetings begin at 7:00 p.m.

CONDITIONAL ZONING CERTIFICATE APPLICATION  
MONTVILLE TOWNSHIP  
6665 WADSWORTH ROAD  
MEDINA, OH 44256  
330-725-8313 ~ FAX: 330-722-6716

Application Number: \_\_\_\_\_

PROPERTY OWNER:

Fee: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: (DAY) \_\_\_\_\_ (EVE) \_\_\_\_\_

FAX: \_\_\_\_\_

APPLICANT (If different than Property Owner)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: (DAY) \_\_\_\_\_ (EVE) \_\_\_\_\_

FAX: \_\_\_\_\_

APPLICATION IS FOR PROPERTY LOCATED AT: \_\_\_\_\_  
\_\_\_\_\_

ZONING DISTRICT WHERE PROPERTY IS LOCATED: \_\_\_\_\_

CONDITIONAL USE BEING APPLIED FOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following documents must be submitted with application.

- List of names and full mailing addresses of contiguous property owners (properties which are next to, behind, across the street from the subject parcel).

CONDITIONAL ZONING CERTIFICATE APPLICATION – PAGE 2

- A statement supported by substantiating evidence that the proposed Conditional Use, beyond all reasonable doubts, meets all general standards (Chapter 450) and all applicable specific regulations (Section 450.3) of the Montville Township Zoning Resolution.
- A plan showing:
  1. Site plan, plot plan or development plan of the entire property being Considered, drawn to a reasonable scale and showing the dimensions and location of all abutting streets, all existing and proposed structures, including parking. The type of buildings, their uses and the acreage involved, including area of parking, should be identified.
  2. Boundaries and Divisions of property.
  3. Contiguous properties and structures located on them.
  4. Location of all improvements proposed, including structures, parking, landscaping, etc.
  5. Location of wells, sewer lines, gas lines or other utilities, existing or proposed.
  6. Topography at an interval sufficient to show the slope characteristics of the property.
- Preliminary drawing/ complete plans and specifications for all proposed development and construction.

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*The undersigned requests a Conditional Use Zoning Certificate for the use specified above. Should this application be approved, it is understood that it shall only authorize that particular use described in this application and any additional conditions or safeguards required by the Board of Zoning Appeals. It should be understood that following the issuance of the Conditional Zoning Certificate, the applicant must undergo a Site Plan Review by the Zoning Commission prior to initiation of any construction. In addition, the applicant must apply for a Zoning Certificate from the Zoning Office once all preceding steps have been successfully completed, and before initiation of any construction.*

*The Board of Zoning Appeals may also impose such additional conditions and safeguards deemed necessary for the general welfare, for the protection of individual property rights, and for insuring that the intent and objectives of the Township Zoning Resolution will be observed.*

\_\_\_\_\_   
Date

\_\_\_\_\_   
Property Owner's Signature

\_\_\_\_\_   
Applicant's Signature (if different from owner)

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OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ FEE \$ \_\_\_\_\_ CHECK NO. \_\_\_\_\_

VARIANCE APPLICATION  
MONTVILLE TOWNSHIP  
6665 WADSWORTH ROAD  
MEDINA, OH 44256  
330-725-8313 ~ FAX: 330-722-6716

Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_  
(RESIDENCE) (OFFICE)

NAME OF PROPERTY OWNER: \_\_\_\_\_

\*LOCATION OF SUBJECT PROPERTY: \_\_\_\_\_  
\_\_\_\_\_

SUBDIVISION (IF APPLICABLE): \_\_\_\_\_

\*NATURE OF VARIANCE: (DESCRIBE THE NATURE OF THE VARIANCE  
REQUEST.)

SECTION OF ZONING CODE APPLICABLE TO VARIANCE REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

JUSTIFICATION OF VARIANCE: PLEASE NOTE, IN ORDER FOR A VARIANCE TO  
BE GRANTED, THE APPLICANT MUST PROVE TO THE BOARD OF ZONING  
APPEALS THAT THE FOLLOWING ITEMS ARE TRUE. (ADDITIONAL SPACE IS  
PROVIDED ON THIS FORM.)

1. SPECIAL CONDITIONS THAT MAY EXIST PECULIAR TO THE LAND OR  
BUILDING IN QUESTION:

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

VARIANCE APPLICATION  
PAGE 2

2. A LITERAL INTERPRETATION OF THE RESOLUTION WOULD DEPRIVE THE APPLICANT OF RIGHTS ENJOYED BY OTHER PROPERTY OWNERS:

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3. THE SPECIAL CONDITIONS DO NOT RESULT FROM PREVIOUS ACTIONS OF THE APPLICANT:

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4. THE REQUESTED VARIANCE IS THE MINIMUM VARIANCE THAT WILL ALLOW A REASONABLE USE OF THE LAND AND/OR BUILDING:

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ADDITIONAL DOCUMENTS REQUIRED:

- A. PROPERTY MAP FROM MEDINA COUNTY TAX MAP (9 COPIES)
- B. USING THE DIMENSIONS IN THE PROPERTY MAP, PLANS MUST BE DRAWN TO SCALE, SHOWING THE DIMENSIONS AND LOCATION OF EXISTING BUILDINGS, DIMENSIONS AND LOCATION OF THE PROPOSED BUILDING OR ALTERATIONS.
- C. NATURAL OR TOPOGRAPHIC PECULIARITIES OF THE LOT IN QUESTION.
- D. THE NAME AND ADDRESS OF ALL THE CONTIGUOUS PROPERTY OWNERS FROM MEDINA COUNTY TAX MAP. (INCLUDING THOSE ACROSS THE STREET FROM THE PROPERTY.) THIS INFORMATION CAN BE OBTAINED FROM MEDINA COUNTY TAX MAP, 144 NORTH BROADWAY STREET, ROOM 119, MEDINA, OH 44256 (330-725-9777).



# DEVELOPMENT PLAN REVIEW APPLICATION

Montville Township - 6665 Wadsworth Road - Medina, OH 44256  
(330) 725-8313 Fax (330) 722-6716

Application \_\_\_\_\_

Fee Paid/Date \_\_\_\_\_

## APPLICANT:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_

## PROPERTY OWNER:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_

## APPLICATION IS FOR PROPERTY LOCATED AT:

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

ZONING DISTRICT IN WHICH PROPERTY IS LOCATED: \_\_\_\_\_

USE BEING APPLIED FOR: \_\_\_\_\_

## ALL OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS APPLICATION OR A MEETING DATE WILL NOT BE SCHEDULED:

- List of names and full mailing addresses of contiguous property owners (properties which are next to, behind, across the street from the subject parcel).
- Eighteen (18) copies of each of the following:
  1. Development plan, plot plan or site plan of the entire property being considered, drawn to a legible scale and showing the following:
    - all dimensions and distances of project features in a legible scale (i.e., setback, right-of-way, side lines, parking spaces, easements, etc.)
    - dimensions and location of all abutting streets
    - boundaries and divisions of property
    - contiguous properties and structures located on them
    - all existing and proposed structures
    - existing landscape features
    - traffic circulations system and parking
    - all signs (locations, size, type)
    - location of all improvements proposed, including structures, parking, landscaping, etc.
    - location of wells, sewer lines, gas lines or other utilities, existing or proposed

Development Plan Review Application

- topography at an interval sufficient to show the slope characteristics of the property
- trash storage location and type of screening
- 2. Architectural drawings of existing and/or proposed buildings
- 3. Detailed landscape plan with grading and plantings
- 4. Lighting plan including photometric plan and catalog cuts of lighting fixtures
- 5. Erosion control and storm water management measures
- 5. Open space features if applicable
- 6. Covenants, grants or easements, or restrictions proposed to be imposed upon the use or maintenance of lands and buildings
- 7. Such other information as may be required by the Zoning Commission and/or Township Trustees
- 8. Land Disturbance Plan and Application

NOTE: Applicants may refer to the Development Plan Criteria letter and Chapter 720 of the Montville Township Zoning Resolution for more detailed information.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature (if different from applicant)

**MONTVILLE TOWNSHIP, OHIO**

6665 Wadsworth Road, Medina, Ohio 44256  
(330) 725-8313

**APPLICATION FOR LAND DISTURBANCE**

Application No.....  
Date Filed.....  
Date Accepted.....

1. Applicant's name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name and address of present owner (if other than above):  
Landowner: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Authorized Agent Representing Owner (if other than owner): \_\_\_\_\_

4. Project name (if applicable): \_\_\_\_\_

Location of property: \_\_\_\_\_  
Parcel Number(s): \_\_\_\_\_

Work to be done: \_\_\_\_\_

5. Any land disturbance including a change in grade shall be permitted only when an application for a land disturbance permit is reviewed and approved by the Zoning Commission in accordance with the procedures for development plan review in Chapter 720, Development Plan Review, of the Montville Township Zoning Resolution.

6. Information to be included with this application:

- A. An aerial map that clearly depicts the areas to be disturbed and the location of buildings on adjacent properties, roads, and the specific location of all natural features.
- B. An aerial map with overlay indicating the proposed changes in the contours and natural features that will result from the land disturbance or grading operation. The contour interval of this map shall be no more than 5 feet in an area where the slope exceeds 10 percent and two feet where the slope is less than 10 percent.
- C. Information on the anticipated disturbance, depth of the excavation or amount of fill to be approved for the proposed site.

**MONTVILLE TOWNSHIP, OHIO**

6665 Wadsworth Road, Medina, Ohio 44256  
(330) 725-8313

**APPLICATION FOR LAND DISTURBANCE**

- D. A tree removal/preservation plan, whenever trees are to be removed. Such plan shall clearly indicate the following:
  - a) The location, common name and size of the following individual trees and groups of trees:
    - i. The limits of any mature woodlands and young woodlands, as defined in Sec. 560.4A of the Montville Township Zoning Resolution.
    - ii. Trees that have a DBH of eight (8) inches or greater, and which are not otherwise included within the limits of a mature woodlands or young woodlands.
  - b) All existing trees and woodlands identified in Subsection i. above that are to remain on the site after construction.
  - c) All existing trees and woodlands identified in Subsection i. above that are to be removed from the proposed site.
  - d) The location, common name, and size of all new trees to be planted on the proposed site.
  - e) A soil removal plan which sets forth the amount of soil to be removed, the proposed disposition, including reuse of the topsoil, and a siltation prevention plan.
- E. Plan, including timeframe, for reseeding or replanting after land disturbance activities.
- F. **Copy of deed showing all restrictions and easements.**

I, the undersigned, swear under penalty of perjury that the above responses are made truthfully and to the best of my knowledge.

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

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

*(Do Not Write in the Space Provided Below)*

| <u>Action</u> | <u>Date</u> | <u>Remarks</u> |
|---------------|-------------|----------------|
| Returned      | .....       | .....          |
| Tabled        | .....       | .....          |
| Approved      | .....       | .....          |
| Denied        | .....       | .....          |