

**MONTVILLE TOWNSHIP  
ZONING CERTIFICATE FEES & SERVICES SCHEDULE  
JANUARY 5, 2010**

**STRUCTURES**

- 1. SINGLE FAMILY ATTACHED OR DETACHED, ADDITIONS TO RESIDENTIAL DWELLINGS (INCLUDING COVERED PORCHES), AND FINISHED BASEMENTS:**
  - a. Fifty dollars (**\$50.00**) plus five cents (**\$.05**) per square foot of living area (all floor area covered by roof) including attached garage.
  - b. Five cents (**\$.05**) per square foot of living area for a finished basement.
  
- 2. MULTIFAMILY:**
  - a. Two hundred fifty dollars (**\$250.00**) plus five cents (**\$.05**) per square foot.
  
- 3. COMMERCIAL BUILDINGS AND/OR DRIVE-THROUGHS AND ADDITIONS:**
  - a. One hundred fifty dollars (**\$150.00**) plus five cents (**\$.05**) per square foot for commercial buildings, drive-throughs and/or additions.
  - b. Five cents (**\$.05**) per square foot for commercial remodeling.
  
- 4. RECREATIONAL, INSTITUTIONAL AND GOVERNMENTAL STRUCTURES AND/OR DRIVE-THROUGHS, AND ADDITIONS:**
  - a. One hundred fifty dollars (**\$150.00**) plus three cents (**\$.03**) per square foot
  
- 5. RESIDENTIAL AND COMMERCIAL MISCELLANEOUS STRUCTURES INCLUDING FREESTANDING, GROUND MOUNTED ANTENNAS:**
  - a. Fifty dollars (**\$50.00**)
  
- 6. ACCESSORY BUILDINGS, ACCESSORY BUILDING ADDITIONS AND/OR FREESTANDING GAZEBOS :**
  - a. A twenty-five dollar (**\$25.00**) flat fee for accessory buildings two hundred (200) square feet or less for residential accessory buildings, additions and/or gazebos.
  - b. Twenty-five dollars (**\$25.00**) plus four cents (**\$.04**) per square foot of total area over two hundred (200) square feet for accessory buildings or additions exceeding two hundred (200) square feet for residential accessory buildings, additions and/or gazebos.
  - c. One hundred fifty dollars (**\$150.00**) plus five cents (**\$.05**) per square foot for commercial accessory buildings, additions, and/or gazebos.

- d. One hundred fifty (**\$150.00**) plus five cents (**\$.05**) per square foot for multifamily accessory buildings, additions and/or gazebos.
- e. One hundred fifty (**\$150.00**) plus three cents (**\$.03**) per square foot for recreational, institutional and governmental structure accessory buildings, additions and/or gazebos.

**MISCELLANEOUS**

**7. PONDS AND LAKES INCLUDING RETENTION/DETENTION:**

- a. Fifty dollars (**\$50.00**) plus recommendations from Medina County Soil and Water Conservation Agent and/or Medina County Engineers’ Office.

**8. FENCES/WALLS:**

- a. Residential - Twenty-five dollars (**\$25.00**).
- b. Commercial – One hundred dollars (**\$100.00**).

**9. PATIOS AND DECKS (COVERED AND UNCOVERED):**

- a. Thirty dollars (**\$30.00**) for two hundred (200) square feet and less.
- c. Thirty dollars (**\$30.00**) plus two cents (**\$.02**) per square foot of total area over two hundred (200) square feet.

**10. SWIMMING POOLS/SPAS:**

- a. Single Family/Residential – Twenty-five dollars (**\$25.00**)
- b. Residential Development/Commercial – One hundred fifty dollars (**\$150.00**)

**11. DRIVEWAY PERMITS, DITCH ENCLOSURES:**

- a. Fifty dollars (**\$50.00**).

**12. TEMPORARY USE PERMITS**

- a. Temporary Construction Facilities – One hundred dollars (**\$100.00**) – Valid for one year  
Fifty dollars (**\$50.00**) – Valid for six months
- b. Temporary Sales and Special Events
  - i. Residential Districts
 

Up to three (3) days	<b>\$ 25.00</b>
Four (4) days to sixty (60) days	<b>\$ 50.00</b>
  - ii. Commercial Districts
 

Up to three (3) days	<b>\$ 50.00</b>
Four (4) days to sixty (60) days	<b>\$100.00</b>

**13. BILLBOARD, INTERSTATE POLE SIGN:**

- a. Three hundred dollars (**\$300.00**) for less than fifty (50) square feet.
- b. Three hundred dollars (**\$300.00**) plus fifty cents (**\$.50**) per square foot of total area for fifty (50) square feet or larger.

**14. DIRECTIONAL SIGN:**

Twenty-five dollars (**\$25.00**).

**15. GROUND SIGN - PERMANENT:**

- a. **IN A RESIDENTIAL DISTRICT** - Two hundred dollars (**\$200.00**) per entrance
- b. **IN A NON-RESIDENTIAL DISTRICT** Two hundred dollars (**\$200.00**)

**16. GROUND SIGN - TEMPORARY:**

- a. One hundred dollars (**\$100.00**) per entrance/model home sign. Valid for one (1) year.  
Fifty dollars (**\$50.00**) per entrance/model home sign. Valid for six (6) months.

**17. TEMPORARY SIGN - WINDOW/SPECIAL EVENT/OTHER TEMPORARY SIGNS:**

- a. One hundred dollar (**\$100.00**) deposit per sign, with a maximum deposit of five hundred dollars (**\$500.00**).

**18. WALL SIGN:**

- a. One hundred dollars (**\$100.00**) for less than fifty (50) square feet.
- b. One hundred dollars (**\$100.00**) plus twenty-five cents (**\$.25**) per square foot of total area for more than fifty (50) square feet.

**19. WINDOW SIGN (PERMANENT):**

Fifty dollars (**\$50.00**)

**MISCELLANEOUS SERVICES**

**20. AGRICULTURAL EXEMPTIONS AND RELATED SIGNS:**

- a. No permit fee required

**22. \*VARIANCES**

**\*CONDITIONAL ZONING CERTIFICATES**

**\*DETERMINATION OF SIMILAR USE:**

Any request for an APPEAL, CONDITIONAL, VARIANCE OR A DETERMINATION OF SIMILAR USE shall be accompanied by a minimum non-refundable fee of:

**APPEAL OF DECISION BY ZONING INSPECTOR**

- a. Three hundred dollars (**\$300.00**)

**RESIDENTIAL VARIANCE**

- a. Two hundred dollars (**\$200.00**)

**COMMERCIAL VARIANCE**

- a. Three hundred dollars (**\$300.00**)

**CONDITIONAL ZONING CERTIFICATE/CONDITIONAL AMENDMENT**

- a. Three hundred dollars (**\$300.00**)

**CONDITIONAL ZONING CERTIFICATE RENEWAL (Beginning in 2005)**

- a. One hundred dollars (**\$100.00**)

**CONDITIONAL ZONING CERTIFICATE COMPLIANCE REVIEW**

- a. One hundred dollars (**\$100.00**)

**NON-CONFORMING USE TO A LESSER NON-CONFORMING USE:**

- a. One hundred dollars (**\$100.00**)

**23. \*ZONING MAP AMENDMENT, \*TEXT AMENDMENT:**

- a. Three hundred dollars (**\$300.00**)

**24. \*DEVELOPMENT PLAN REVIEW:**

- a. Three hundred dollars (**\$300.00**) includes Discussion, Preliminary, and Final Development Plan.

26. **\*PARTIAL DEVELOPMENT PLAN REVIEW WITH LAND DISTURBANCE REVIEW AND PERMIT:**
    - a. Two hundred dollars **(\$200.00)** – Includes Partial Development Plan Review and Land Disturbance Review as determined by the Zoning Commission
  27. **\*INFORMAL DEVELOPMENT PLAN REVIEW:**
    - a. One hundred dollars **(\$100.00)**
  28. **\*LAND DISTURBANCE REVIEW:**
    - a. One hundred fifty dollars **(\$150.00)**
  29. **LAND DISTURBANCE PERMIT**
    - a. Seventy-five dollars **(\$75.00)**
  30. **\*PLANNED NEIGHBORHOOD DEVELOPMENT WITH LAND DISTURBANCE REVIEW - ZONING COMMISSION AND MONTVILLE TOWNSHIP TRUSTEES:**
    - a. Six hundred dollars **(\$600.00)**
  31. **\*DEPOSIT PLANNED NEIGHBORHOOD DEVELOPMENT PROFESSIONAL CONSULTANT SERVICES:**
    - a. Five hundred dollars **(\$500.00)**
  32. **\*CONSERVATION DEVELOPMENT PRD WITH LAND DISTURBANCE REVIEW**
    - a. Four hundred fifty dollars **(\$450.00)**
  33. **\*CONTROLLED DENSITY PRD WITH LAND DISTURBANCE REVIEW**
    - a. Four hundred fifty dollars **(\$450.00)**
- \*In the event the Board of Zoning Appeals, the Zoning Commission and/or the Montville Township Trustees find it necessary to draw upon any planning, legal, engineering or other expert testimony, all expenses shall be borne by the applicant. If a court stenographer is requested by the applicant or is required, the cost of the stenographer shall be paid by the applicant.
34. **COMMERCIAL CERTIFICATE OF OCCUPANCY**
    - a. One hundred dollars **(\$100.00)**
  35. **COMMERCIAL CHANGE OF OCCUPANCY**
    - a. One hundred dollars **(\$100.00)**

**36. PENALTIES:**

Effective July 13, 1999, Montville Township Zoning Certificate permit fees will be doubled for any construction project that begins prior to obtaining required permit.

**ADMINISTRATIVE SERVICES**

**37. AUDIO RECORDING COPY:**

- a. Three dollars and fifty cents (**\$3.50**) each for the first copy, one dollar (**\$1.00**) each for additional copies, plus postage.

**38. MAPS: FEMA Flood Map  
School District Map  
Subdivision Map  
Zoning Map**

- a. Two dollars (**\$2.00**) each

**39. COPIES:**

First twenty-five (25) copies, requested monthly, no charge.

Twenty-six (26) copies, requested monthly, fifteen cents (**\$.15**) per photocopy in accordance with the Montville Township Records Retention Management Policy.

**40. COST OF SERVICES STUDY, COMPREHENSIVE PLAN, ZONING RESOLUTION:**

- a. Twenty dollars (**\$20.00**) each plus five dollars (**\$5.00**) mailing fee.

**41. ENVELOPE AND POSTAGE TO MAIL RESIDENTIAL PERMIT**

- a. Sixty-three cents (**\$.63**) Effective: June 10, 2008 Trustee Motion