



**Planning &
ZONING**
BOARDMAN TOWNSHIP

OFFICE USE ONLY

Permit No.:

Penalty Fee: ☐ Yes

Payment Method:

☐ CASH ☐ CREDIT ☐ CHECK No. _____

ADDITION PERMIT APPLICATION

(Please Fill Out Entirely in Type or Legible Print)

| Applicant Information | | |
|-----------------------|--------|-----------------|
| Name: | | Contact Person: |
| Address: | | |
| City: | State: | ZIP: |
| Phone: | Cell: | Email: |

| Owner Information (If the owner is the applicant, please leave blank) | | |
|---|--------|-----------------|
| Owner Name: | | Contact Person: |
| Address: | | |
| City: | State: | ZIP: |
| Phone: | Cell: | Email: |

| Project Information | | |
|--|--|----------------------|
| Street Address or Parcel ID: | | |
| Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No | Project Cost: \$ | Expected Start Date: |
| Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Frame Residential <input type="checkbox"/> Frame/Brick Residential <input type="checkbox"/> Brick Residential | | |
| Addition Length: | Addition Width: | Addition Height: |
| Addition Square Footage: | Was a Variance obtained? <input type="checkbox"/> No <input type="checkbox"/> Yes, Case #: | |
| Does this project meet all setback requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Front Setback: |
| Rear Setback: | Left Setback: | Right Setback: |
| Fees will be calculated upon approval. | | |
| Requires a site plan (A printed copy of the aerial view marked where the addition will be placed will be accepted.) | | |

Applicant Signature

The undersigned hereby certifies that the information in and with this application is true and accurate, and consents to agents of the township entering the premises for inspection and verification of information submitted, as applicable; and if a permit is issued, to verify conformance to requirements and conditions of issuance.

 **Signature of Applicant:** _____ **Date:** _____

Incomplete applications will not be processed.

Forms of Payment Accepted:

- Exact Cash
- Check (Make payable to 'Boardman Township')
- Credit Cards (A convenience fee will apply)

Mail completed applications to:

Boardman Township Zoning Department
Attn: Permits
8299 Market Street
Boardman, Ohio 44512

Email completed applications to:

TJ Keiran
tkeiran@boardmantwp.com

Revised: 8/23/2023

Site Plan Template

Please attach site plan or use template below. Please draw where your structure will be placed. Include the distance from adjacent property lines. Property line setbacks are the distance from the structure to the property line. Setbacks vary depending on the type of structure.

The diagram is a site plan template for a property. It features a large rectangular area representing the property, bounded by four lines: a top line labeled "Rear Property line", a bottom line labeled "Front property line" (with a red arrow pointing to it and a note "typically starts 12-15 feet from curb line"), and two vertical lines labeled "Side property line". Inside the property area, a rectangular "House" is positioned. A "Driveway" is shown as a vertical line extending from the bottom of the house to the "Curb line", which is a thick horizontal line at the bottom of the property area. Four setback measurement boxes are provided: one for the distance from the structure to the rear property line (top center), one for the distance from the structure to the side property line (middle right), one for the distance from the structure to the side property line (middle left), and one for the distance from the structure to the front property line (bottom left). Each box contains the text "Distance from the structure to [property line]" and a blank line followed by "ft." for the measurement. A "STREET NAME:" label is located at the bottom of the page, followed by a blank line for the street name.

Rear Property line

Distance from the structure to rear property line _____ ft.

Side property line

_____ ft.

Side property line

Distance from the structure to side property line _____ ft.

House

Driveway

_____ ft.

Curb line

Front property line (typically starts 12-15 feet from curb line)

STREET NAME: _____