



**Planning &  
ZONING**  
BOARDMAN TOWNSHIP

**OFFICE USE ONLY**

Permit No.:

Penalty Fee: ☐ Yes

Payment Method:

☐ CASH ☐ CREDIT ☐ CHECK No. \_\_\_\_\_

# NEW CONSTRUCTION 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		
Building Length:	Building Width:	Building Height:
Building 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:
<b>Commercial and Multi-Family construction must be approved by the Architecture Review Board prior to application.</b>		
<b>Fees will be calculated upon approval.</b>		
<b>Requires a site plan</b>		

## 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](mailto: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, there is a rectangular box labeled "House". To the right of the house is a vertical line labeled "Driveway". Below the house is a horizontal line labeled "Curb line". Four setback measurement boxes are provided: one at the top center for the distance to the rear property line, one on the left side for the distance to the left side property line, one on the right side for the distance to the right side property line, and one at the bottom left for the distance to the front property line. Each box contains the text "Distance from the structure to [property line]" followed by a blank line and "ft.". A "STREET NAME:" label is at the bottom with 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 \_\_\_\_\_ ft.

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:** \_\_\_\_\_