



**Planning &
ZONING**
BOARDMAN TOWNSHIP

Zoning Certificate revised 2/16/2024

**PERMIT APPLICATION FOR
RESIDENTIAL STRUCTURE ADDITION**

(Please Complete Entirely
Type or Legible Print)

PURPOSE: Complete this form to request a Zoning Certificate for building an Addition for Residential Structures 5 Units or less. This application is for an enclosed addition that is attached to a residential structure.

APPLICANT INFORMATION *(If the applicant is the owner, please fill out owner section below)*

Name:		Contact Person
Address:		
City:	State:	ZIP:
Phone:	Cell:	Email:

Applicant Signature

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

Print Signature: _____

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"/> 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 <i>(A printed copy of the aerial view marked where the addition will be placed will be accepted.)</i>		

OWNER INFORMATION		
Owner Name:		
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	

1. 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. Per Boardman Township Zoning Resolution (BTZR) Section 3.05(E)(2)(a)(i).
2. For complex projects requiring 3rd Party Review by a specialist qualified to verify completeness, accuracy, findings, conclusions and/or recommendations, the Zoning Inspector shall secure from Boardman Township's list of qualified professionals a cost estimate to perform the review and the applicant shall agree to pay for the service in advance if desiring to proceed. Per BTZR 3.02(B)(2)(b).
3. The undersigned hereby acknowledges that the application's original filing fee shall be forfeited if the application is determined to be incomplete and the required materials are not submitted within sixty (60) days of the completeness determination at which time the application shall be deemed withdrawn. Per BTZR 3.02(B)(3)(e).
4. If the property is owned by a business, corporation, trust, etc., then a separate notarized letter must also be submitted stating the signator has the authority to apply on behalf of the company.
5. If the property has more than one owner, then a signed authorization form must be submitted for each owner.
6. The undersigned hereby authorizes the Zoning Inspector or other Boardman Township staff permission to enter the property to conduct inspection necessary to make a determination on the requested permit application.

Signature of Owner: _____ **Date:** _____

Please Print Name: _____

Notarize

State of _____

County of _____

The Foregoing instrument was acknowledged before me on the _____ day of _____, 20_____

By _____
Name of person acknowledging

[Notary Seal and Required Commission Information]

Signature of Notary Public

My Commission Expires _____

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.

Rear Property line

Distance from the structure to rear property line

ft.

ft.

Distance from the structure to side property line

ft.

Side property line

Side property line

House

Driveway

ft.

Curb line

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

STREET NAME: