



**Planning &
ZONING**
BOARDMAN TOWNSHIP

Zoning Certificate revised 3/19/2024

**PRE- APPLICATION MEETING
PACKET**

(Please Complete as much of the information as possible)

PURPOSE: Complete this form to request a Zoning Certificate for new Commercial, Industrial or Multi-family Development approval needed in order to apply for a Building Permit. Any and all plans, studies and designs identified in the check list below must be submitted at this time. Please refer to the New Construction Application informational packet for guidance and resources that will help provide information necessary to complete this form.

SINGLE POINT OF CONTACT INFORMATION *(If the point of contact is the owner, please fill out owner section)*

Name:		Firm:
Address:		
City:	State:	ZIP:
Phone:	Cell:	Email:

PROJECT DESCRIPTION

Project Name:
Project Site Address (If one exists):
Parcel ID(s):
Project Category: Commercial, Industrial or Multi-Family _____ Number of lots: _____
Project Type: New Construction, Addition, or Rehabilitation _____
Building Square Feet: _____ Length: _____ Width: _____ Height: _____
Other Impervious Area Square Feet: _____ Project Value: _____ Expected Start Date: _____

If the work is to be performed inside an existing tenant space, please describe nature of work, hours of operation and number of employees etc...

PRELIMINARY INFORMATION

Did the property undergo a Land Use permit process such as a Variance, Conditional Use Permit or Rezone? If so, please provide the case number.
Does the property need to be combined or split? Y ___ N ___ If so, provide a copy of the Mahoning County Planning Commission subdivision application.

POTENTIAL ENVIRONMENTAL CONSTRAINTS INFORMATION

Is the subject property encumbered with any of the following environmental constraints?
a. FEMA Special Flood Hazard Area (aka the 100 Year Flood Zone). i. If so, please submit a copy of the Special Flood Hazard Area development permit application submitted to the Mahoning County Planning Commission.
b. Wetlands i. If so, submit a copy of either a permit or concurrence letter issued by US Army Corps of Engineers
c. Hydrological Unit (river, stream, channelized watercourse) i. If so, submit a copy of the watercourse delineation and drainage area calculation used to establish the riparian buffer distance.

STORM WATER MANAGEMENT INFORMATION

Does the project add 500 square feet of impervious surface? Y ___ N ___

Does the project add 1,000 square feet of new building area on top of an impervious surface? Y ___ N ___

If Yes is the answer to either question above, include 2 copies of the Storm Water Management Plans and Calculations per Mahoning County Standards in the submittal packet.

EROSION, SEDIMENTATION CONTROL, GRADING, AND DRAINAGE

Will there be earth-disturbing activities of one acre or more? Y ___ N ___

If Yes is the answer to the question above, submit 2 copies of the Erosion and Sediment Control (ESC) Plans and Storm Water Pollution Prevention Plan (SWP3) to Mahoning County Soil and Water Conservation District.

Will there be earth-disturbing activities less than one acre? Y ___ N ___

If Yes is the answer to the question above, include sufficient information on the site plan demonstrating compliance with BTZR Section 7.07(D), REQUIREMENTS FOR ALL LOTS.

SITE PLAN SUBMITTAL REQUIREMENTS

The applicant shall submit ten (10) hard copy full-size (i.e. 24" x 36" or comparable) plan sets containing:

A. A Site Plan that includes, at a minimum:

1. Address of the site (if one exists)
2. Mahoning County Auditor's Tax Parcel Identification number of the subject property and all adjacent properties
3. Property boundaries and adjacent property boundaries extended a minimum of 50 feet from the property lines
4. Building footprints of all existing and proposed buildings
5. Ingress/Egress locations and site circulation
6. Parking areas. Show calculations of required and proposed parking spaces as per Section 11.04, OFF-STREET PARKING STANDARDS. Show loading zones and stacking spaces, if required
7. Sidewalks and sidewalk connections to a Right-of-Way when required in BTZR Section 11.09
8. Locations and details of all elements required under Article 7: General Development Standards
9. Existing and proposed easements
10. Designated Watercourses and Riparian Corridor Setbacks per Article 8, if applicable
11. Wetlands, if applicable
12. FEMA Special Flood Hazard Areas, if applicable