



1454 Rome Corners Road
Galena, Ohio 43021
740-965-2992
www.berkshiretwp.org

For Township Use	
Re: Zoning Permit # _____	Date r'cvd. _____
Township Fee \$ _____	
<i>Make Check Payable to Berkshire Township</i>	
Certificate of Compliance Issued:	
YES _____	No _____
Temporary _____	Permanent _____
Date _____	Cert. Number _____
Certificate forwarded to applicant: mail _____ in person _____	

CERTIFICATE OF COMPLIANCE APPLICATION AND CHECKLIST

CERTIFICATE OF COMPLIANCE (Berkshire Township Zoning Resolution Section 25.05)

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted or wholly or partly altered or enlarged in its use or structure until a certificate of compliance shall have been issued therefor by the Zoning Inspector, stating that the proposed use of the building or land conforms to the requirements of this Resolution.

After construction is complete, but before use or occupancy, applicant is to complete this section, sign, and submit to the Zoning Office, with a copy of the final **AS-BUILT SURVEY** (must be to scale) that indicates the final drive slope, and the applicable compliance fee, for completion of the Zoning Compliance Inspection.

Name of Builder _____

Builder Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Name of Property Owner _____

Subdivision _____ Address of property _____

Parcel number(s) _____ Current zoning _____ Current use _____ Total acres _____

Applicant's (builder) Signature: _____ **Date:** _____

The following list to be used by the Township Inspector during the final compliance inspection; additional items may be required to be completed prior to Compliance Certificate issuance.

NO	YES	
		New Structures: FINAL AS-BUILT SURVEY SUBMITTED with final drive slope
		Building setbacks per code/approved plan
		Driveway/Driveway location completed per code and approved plans
		Parking: Minimum 2 ¼ spaces outside the right-of-way, each space minimum 10'x20'
		Address numbers on house or both sides of mailbox, and easily identifiable from street
		Lighting per code/approved plans
		Landscaping per code/approved plans
		Signs per code/approved plans
		All trash, debris cleared from property and properly disposed of (dumpster/porta-john removed)
		Storm structure clear and unobstructed
		Fencing (if applicable) per code/approved plans
		Chimney/Chimney Cap (if applicable) per approved plans
		Street Trees (if applicable)
		Curb undamaged (Curb and Gutter street)
		Bike Path/Sidewalk (if applicable)
		Other:

Inspected by: _____ Date _____