

BERKSHIRE TOWNSHIP ZONING OFFICE

1454 Rome Corners Road

Galena, Ohio 43021

740-965-2992, Ext. 1

Berkshire.zoning@gmail.com

www.berkshiretpw.org

For Township Use	
Application # _____	
Date received _____	
Township Fee \$ _____	
<i>Make Check Payable to Berkshire Township</i>	
Zoning Cert. Issued Date _____	Number _____
Certificate forwarded to applicant: mail _____ in person _____	

Zoning Permit Application for New Home in Berkshire Township Planned Residential Development (PRD)

Name of applicant _____ Contact Person _____

Address of applicant _____

City _____ State _____ Zip _____

Contact Phone _____ Email _____

Name of Property Owner _____

Address of Property Owner _____

City _____ State _____ Zip _____

Phone _____ Email _____

Location/address of property _____

Parcel number(s) _____

Current zoning _____ Current use _____ Total acres _____

ITEMS REQUIRED FOR A COMPLETE APPLICATION:

- Check made out to Berkshire Township for **Applicable Fee** (see Berkshire Township Zoning Fees sheet online at <http://www.berkshiretpw.org/berkshire-township-zoning-laws.html>) for complete fee list
- Letter of Septic Compliance (Non-sewered lots only) from the Delaware Health District.
- Attach a plot plan showing boundary lines, existing structures, driveways, proposed structures and front, rear, and side yard setbacks. Include easements, flood plain data (if applicable) and accurate structural dimensions at the ground.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

All proposed construction for which a zoning certificate is issued shall be started within six months of issuance of a permit. Applicant and property owner(s) certifies that all information contained herein is true and accurate and is submitted to induce the issuance of the requested zoning certificate. Applicant agrees to be bound by the provisions of the zoning resolution of Berkshire Township and understands that any deviation from such resolution will result in the maximum penalty allowable by law.

Applicant: _____ Date: _____

Property owner(s) _____ Date: _____

Notice to Builder in Platted Subdivisions with Curb and Gutter and Streets

Upon issuance of the Berkshire Township Zoning Certificate the Builder indicated on the Application for Zoning Certificate who is constructing the home at the address listed on the Zoning Certificate is responsible for the following: care and maintenance of the lot, streets, concrete curb and gutters, sewer grates, drainage systems, and any trash/debris associated with the lot on which the specified home is being constructed.

Berkshire Township requires the following from the Builder:

The Builder shall use appropriate ramps on the street side and grass side as well as the top of the curb and gutter at the construction location to protect the curb and gutter from damage due to heavy equipment passing over the curb and gutter.

In the event the curb and gutter is damaged in any form as a result of the construction process the Builder agrees to replace the curb and gutter prior to closing at the Builder's expense.

All streets shall be cleaned and maintained during the construction process.

All trash and debris shall be placed in a trash receptacle of the appropriate size during the construction process.

All silt fencing shall be maintained to insure the streets and drains in the subdivision are maintained.

Builder shall be held responsible for any damage caused by Builder's agents to road sign/s, and builder shall be liable for the cost to replace damaged sign/s.

All street trees damaged as result of construction shall be replaced at the Builder's expense with the same size and type.

Berkshire Township shall not issue a Certificate of Compliance upon completion of construction to allow occupancy of the home until repairs to any damaged curb and gutters, streets, storm drains, grates or other items listed above, identified by Berkshire Township, are completed.

Berkshire Township shall not issue a Certificate of Compliance upon completion of construction allowing occupancy of the home until all trash and/or debris has been removed from the construction area and street.

Builder Name

Builder Representative

Date

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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 _____