



1454 Rome Corners Road  
Galena, Ohio 43021  
740-965-2992  
[www.berkshiretwp.org](http://www.berkshiretwp.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 \_\_\_\_\_

Address of applicant \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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 \_\_\_\_\_

**REQUIRED:** 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.

All proposed construction for which a zoning certificate is issued shall be started within six months of issuance of a permit.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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