

## ZONING OFFICE HOURS

Monday: 10:00 am – 6:00 pm  
 Tuesday: 9:00 am – 2:00 pm  
 Wednesday: 9:00 am – 2:00 pm  
 Thursday: 9:00 am – 2:00 pm  
 Friday: 9:00 am – Noon

**HINCKLEY TOWNSHIP**  
 1410 Ridge Road PO Box 344  
 Hinckley, Ohio 44233

Phone: 330-278-4181 / Fax: 330-278-2023



## ZONING REQUIREMENTS FOR APPROVED ZONING PERMIT

The Zoning Requirements sheet outlines conditions relative to the issued Zoning Permit in addition to conforming to all applicable provisions of the Hinckley Township Zoning Resolution. The Zoning Permit holder and/or property owner shall follow the requirements as outlined below. Refer to the current Hinckley Township Zoning Resolution for applicable rules and regulations.

**1. POST ZONING AND BUILDING PERMIT CARDS**

so that they are visible from the road.  
 (Do not place inside on the window.)

The Zoning Inspector will sign the Zoning Card when inspection has passed.

**2. INSTALL AND MAINTAIN A CONSTRUCTION**

**DRIVE** throughout the entire building period. You are responsible for clearing any mud on the road during and after each work day.

**3. ALL CONSTRUCTION SITES MUST BE SURVEYED AND STAKED TO INSURE PROPER SETBACKS**

Remember, the side lot lines, right-of-way line and the rear lot line (if necessary) are to be **CLEARLY staked in order for proper measurements to be taken.**

**4. PORT – A – JOHNS (portable restrooms) are **required** for all new home or business construction.**

**5. DO NOT ALLOW ACCUMULATED DEBRIS TO "BLOW AROUND." OPEN BURNING ONLY PER E.P.A. REGULATIONS AND PERMITS**

**6. Should you receive a STOP CONSTRUCTION, ZONING VIOLATION TAG, DO JUST THAT! Stop working until the violation has been corrected.**

**7. ZONING INSPECTIONS**

Call the Zoning Office @ **330-278-4181** at least 24 hours before requested inspection.

**\* REQUIRED INSPECTIONS ARE AS FOLLOWS:**

a. **WHEN THE FOUNDATION IS STAKED BEFORE EXCAVATING**

Initial \_\_\_\_\_

b. **WHEN THE FOUNDATION WALLS ARE STARTED OR WHEN YOU CALL IN FOR MEDINA COUNTY'S FOOTER INSPECTION**

Initial \_\_\_\_\_

c. For inspections on construction other than residences, such as additions, garages, pools, ponds, decks, signs, etc., **WHEN THE PROJECT IS STAKED BEFORE STARTING**

Initial \_\_\_\_\_

d. **WHEN THE FOUNDATION WALLS ARE STARTED OR IN CASE OF POLE BARN OR DECK CONSTRUCTION, WHEN HOLES ARE DUG.**

Initial \_\_\_\_\_

**\* Failure to schedule these required inspections are subject to a \$50.00 fine for each occurrence or reinspection.**

**General Information regarding the Approved Zoning Permit:**

- The Zoning Certificate (Permit) is valid for a period of two (2) years, after which period it will become null and void.

**THANK YOU FOR YOUR COOPERATION!**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_

**After receiving Township zoning approval, the applicant must take a copy of such approval with ALL attachments and a copy of the building plan to:**

**MEDINA COUNTY BUILDING DEPARTMENT**  
 791 WEST SMITH ROAD MEDINA OH 44256  
 (330) 722-9220 Monday through Friday 8:00 am – 4:00 pm