

## Process for submitting an Application for Zoning Permit:

Have questions or need clarification:  
Contact Tom Wilson 330-278-4181 or  
[twilson@hinckleytpw.org](mailto:twilson@hinckleytpw.org)

### ZONING APPLICATION GUIDE

#### Step 1:

\*Review Zoning Resolution for applicable rules and regulations.

#### Step 2:

Obtain required County permits, when applicable. (Items 1 – 4)

#### Step 3:

Obtain a plot plan / site plan that outlines lot terms. (Item 5)

A topographical image must show property dimensions, existing structures, setbacks and location of proposed construction project.

#### Step 4:

Obtain building plans drawn  $\frac{1}{4}$  inch = 1 foot scale. For simple projects,  $\frac{1}{4}$  inch = 1 foot graph paper may be used to show footprint (square footage) and side view to show building height from grade to roof peak.

#### Step 5:

Obtain the Application for Zoning Permit through the Zoning Office 330-278-4181 or by email request to:  
[speterlin@hinckleytpw.org](mailto:speterlin@hinckleytpw.org)

## ZONING APPLICATION GUIDE

### 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 APPLICATION GUIDE

The Zoning Application Guide outlines the materials and documentation required by the Township when applying for a Hinckley Township Zoning Permit. Refer to the current Hinckley Township Zoning Resolution for applicable rules and regulations.

Upon applying for a Hinckley Township Zoning Permit you must present 1) All applicable Medina County permit requirements (See items 1 – 4 listed below); 2) a plot plan of the proposed project (See item 5 below); and 3) One set of completed building plans (See item 6 below).

For new construction (i.e. new dwelling, business and industrial, etc.) in all zoning districts items 1 through 7 shall be obtained and presented to the Hinckley Township Zoning Office. For all other proposed construction in all zoning districts items 5 through 7 must be obtained and presented to the Hinckley Township Zoning Office, and any other applicable permits.

1. **PROPERTY ADDRESS:**

**TAX MAP OFFICE**  
144 NORTH BROADWAY STREET  
ROOM 119  
MEDINA OH 44256  
(330) 723-9777

2. **HEALTH DEPARTMENT CERTIFICATE:**

**MEDINA COUNTY HEALTH DEPARTMENT**  
4800 LEDGEWOOD DRIVE  
MEDINA OH 44256  
(330) 723-9523

or  
 **SANITARY SEWER TAP-IN PERMIT:**

**MEDINA COUNTY ENGINEERING CENTER**  
791 WEST SMITH ROAD  
P. O. BOX 542  
MEDINA OH 44256  
(330) 723-9581

3. **STORMWATER MANAGEMENT/EROSION CONTROL PERMITS:**

**MEDINA COUNTY ENGINEERING CENTER**  
791 WEST SMITH ROAD  
MEDINA OH 44256  
(330) 723-9568

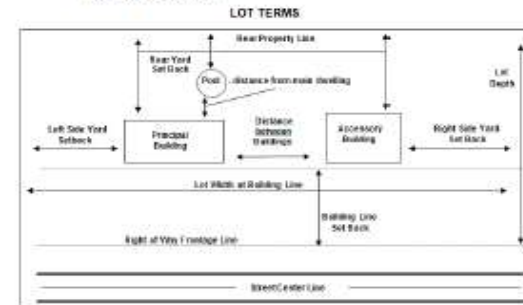
4. **CULVERT/DRIVEWAY PERMITS:**

For properties located on State Highways:  
**STATE HIGHWAY DEPARTMENT**  
3320 MEDINA ROAD  
MEDINA OH 44256  
(330) 723-0091

For properties located on County or Township Roads:  
**MEDINA COUNTY ENGINEERING CENTER**  
791 WEST SMITH ROAD  
MEDINA OH 44256  
(330) 723-9564

5. **ONE (1) COPY OF PLOT PLAN INDICATING:**

- A. Location, shape, area and dimensions of the lot.
- B. Location, dimensions, height and bulk of the structure.
- C. Intended Use
- D. Proposed number of sleeping rooms, dwelling units, occupants, employees, customers, and other uses.
- E. The yard, open area, and parking space dimensions.
- F. Percent of the driveway grade shall be included on original plans and exact location of driveway shall be shown on plot plan as presented.



6. **ONE SET OF BUILDING PLANS:**

The Hinckley Township Zoning Department requires a completed set of standard  $\frac{1}{4}$  inch scale building plans.

7. **ZONING PERMIT FEE PAYMENT:**

The zoning permit application fee is collected after the permit has been approved by the Zoning Inspector. Refer to current Schedule of Zoning Fees. Accepted payment method: Checks or money order made payable to Hinckley Township.

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

Revision Date 10/11/2019

Visit us at

[www.hinckleytpw.org](http://www.hinckleytpw.org)

Go to: **Zoning Tab**

\*Click on: **Zoning Regulations**

Click on: **Zoning Permits**

#### Step 6:

Complete the Application for Zoning Permit (applicable Sections 1 – 9); sign and date.

#### Step 7:

Gather all materials and documentation required, attach to the Application for Zoning Permit and submit to the Zoning Office located 1410 Ridge Road Hinckley, Ohio 44233.

#### Step 8:

Review the Zoning Requirements Sheet prior to issuance of approved permit. (See page 3 of this packet)

#### Step 9:

Permit fees are collected after the Zoning Inspector has reviewed and approved the permit. Accepted method of payment is by check (or money order) payable to Hinckley Township.

#### Step 10:

Contact the Medina County Building Department for requirements.

**Process to complete an Application for Zoning Permit:**

Have questions or need clarification: Contact Tom Wilson 330-278-4181 or [twilson@hinckleytpw.org](mailto:twilson@hinckleytpw.org)

**APPLICATION for ZONING PERMIT**

**Step 1:** Obtain the Application for Zoning Permit through the Zoning Office 330-278-4181 or by email request to: [speterlin@hinckleytpw.org](mailto:speterlin@hinckleytpw.org).

**Step 2:** Complete the Application for Zoning Permit (applicable Sections 1 – 9); sign and date.

**Step 3:** Obtain required County permits, when applicable.

**Step 4:** Obtain a plot plan / site plan that outlines lot terms. (Item 5)

**Step 5:** Obtain building plans drawn ¼ inch = 1 foot scale. For simple projects, ¼ inch = 1 foot graph paper may be used to show footprint (square footage) and side view to show building height from grade to roof peak.

**EXAMPLE APPLICATION FOR ZONING PERMIT**

**HINCKLEY TOWNSHIP**  
1410 Ridge Road Hinckley, Ohio 44233 Office: 330-278-4181 Application No. \_\_\_\_\_  
**APPLICATION for ZONING PERMIT**  
(A permit is valid only with an assigned number and signature of the Township Zoning Inspector)

The undersigned hereby applies for a Zoning Permit for the described use, to be issued on the basis of the information contained within this Application and its attachments. Prior to completion of this application, the applicant must 1) meet ALL applicable requirements defined on the Zoning Application Guide and Zoning Requirements Sheet and 2) follow ALL applicable Township Zoning Regulations.

1 Property/Project Address/Location: <small>Street Address</small> _____ <small>Sublot # and Subdivision</small> _____		Permanent Parcel Number: _____	
2 District / Property Zoned As: _____			
3 Owner Name: _____ <small>Street Address</small> _____ <small>City / State</small> _____ <small>Zip</small> _____ <small>Home Phone</small> _____ <small>Cell Phone</small> _____ <small>Email Address:</small> _____		4 Applicant Name: _____ <small>Street Address</small> _____ <small>City / State</small> _____ <small>Zip</small> _____ <small>Home/Business Phone</small> _____ <small>Cell Phone</small> _____ <small>Email Address:</small> _____	
5 Proposed Use Description: <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Light Industrial <input type="checkbox"/> New Home/Dwelling <input type="checkbox"/> Garage (Attached) <input type="checkbox"/> *Addition <input type="checkbox"/> Accessory Building (Detached) <input type="checkbox"/> Agriculture Building (Exemption Form Required <input type="checkbox"/> ) <input type="checkbox"/> Deck <input type="checkbox"/> Gazebo <input type="checkbox"/> Patio <input type="checkbox"/> Porch <input type="checkbox"/> Pavilion <input type="checkbox"/> Fence <input type="checkbox"/> Pool <input type="checkbox"/> Above <input type="checkbox"/> In-ground <input type="checkbox"/> Pond (Pond Permit Required <input type="checkbox"/> ) <input type="checkbox"/> Sign-Temporary (Add details) <input type="checkbox"/> Sign-Permanent <input type="checkbox"/> Special Event (Add details) <input type="checkbox"/> Alternative Energy Facilities <input type="checkbox"/> Other/Details: _____		Forms / Requirements Met? <b>OFFICE USE</b> <input type="checkbox"/> Plot Plan (location, setbacks and dimensions of both the lot and the building / proposed project) _____ <input type="checkbox"/> Building Plans in ¼ inch scale (one ¼ inch equals one foot) _____ <input type="checkbox"/> Property Address / Tax Map Slip _____ <input type="checkbox"/> *Health Department Certificate _____ <input type="checkbox"/> Sanitary Sewer Tap In Permit _____ <input type="checkbox"/> Storm Water Management / Erosion Control Permit _____ <input type="checkbox"/> Culvert / Driveway Permit _____	
6 Sewage Disposal Type: <input type="checkbox"/> Central Sewer <input type="checkbox"/> *Septic System			
7 Off Street Parking <input type="checkbox"/> Yes <input type="checkbox"/> No No. of Spaces _____			
8 Lot Description: Acres _____ <input type="checkbox"/> Standard <input type="checkbox"/> Substandard <input type="checkbox"/> Rear Lot Right-of-Way Frontage _____ ft. Setback from Right-of-Way _____ ft. Side Yard Width Left Side _____ ft. Right Side _____ ft. Rear Yard Depth _____ ft. Lot Width at Building Line _____ ft. Distance from Principal Building _____ ft. Distance Between Driveway & Side of Line _____ ft.		9 Building Description: No. of Stories: _____ Height _____ feet above grade Basement <input type="checkbox"/> Yes <input type="checkbox"/> No Walkout <input type="checkbox"/> Yes <input type="checkbox"/> No First Floor Area _____ sq ft. Second Floor Area _____ sq ft. Lower Living Area _____ sq ft. Garage Area _____ sq ft. Other (Explain) _____	
I hereby certify that all information and attachments to this application are true and correct. I have read and understand the Township Zoning Regulations pertinent to this application and agree to meet all requirements if this zoning permit is granted. <input type="checkbox"/> Guide/Requirements Sheet Received & I acknowledge this permit expires two years from date of action.			
Signature of Applicant _____ Date _____		Initial _____	
Date Received _____		<input type="checkbox"/> Approved <input type="checkbox"/> Denied (see comments)	
BASE PERMIT FEE \$ _____ sq ft. X \$ _____ + \$ _____ Date of Action / Reviewed _____		<b>EXAMPLE PERMIT</b>	
TOTAL: \$ _____ Comments: _____			
Date Paid / Issued _____			
FIRST ZONING INSPECTION Date Requested _____ Date Inspected _____ Placard Posted YES / NO   Comments: _____		SECOND ZONING INSPECTION Date Requested _____ Date Inspected _____ Comments: _____	

Visit us at [www.hinckleytpw.org](http://www.hinckleytpw.org)  
Go to: **Zoning Tab**  
Click on: **Zoning Regulations**  
Click on: **Zoning Permits**

**Step 6:** Review the Zoning Requirements Sheet prior to issuance of approved permit. The Zoning Requirements Sheet will be reviewed; along with Zoning inspection requirements at the time the permit is issued. A copy will be provided. Check mark and initial the area next to Signature Line that acknowledges receipt of Requirements Sheet and that permit expires two years from date of action. (See page 3 of this packet)

**Step 7:** Gather all materials and documentation required, attach to the Application for Zoning Permit and submit to the Zoning Office located 1410 Ridge Road Hinckley, Ohio 44233.

**Step 8:** Permit fees are collected after the Zoning Inspector has reviewed and approved the permit. Accepted method of payment is by check (or money order) payable to Hinckley Township.

**Process for an Application for Zoning Permit:**

Have questions or need clarification:  
Contact Tom Wilson 330-278-4181  
or [twilson@hinckleytwp.org](mailto:twilson@hinckleytwp.org)

**ZONING REQUIREMENTS SHEET**

*(The applicant will receive a copy)*

**Step 1:**

Review Zoning Requirements Sheet (items 1 – 7) that outlines conditions relative to the approved Application for Zoning Permit.

**Step 2:**

Post the Zoning Card (placard) by the driveway and visible from the road. The Zoning Inspector will sign the placard when each required inspection has passed.

**Step 3:**

Place stakes to show property lines and project site.

**Step 4:**

Secure an on-site port-a-john for new home and business construction.

Do not allow debris accumulate or blow around, and follow EPA Open Burn Regulations.

If you receive a STOP CONSTRUCTION ZONING VIOLATION, please stop all construction until matter is resolved.

**ZONING REQUIREMENTS SHEET IS REVIEWED WHEN PERMIT IS ISSUED**

**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

Revision Date 5/26/2020

Visit us at  
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**Step 5:**

Call Zoning Office 330-278-4181 to schedule your required Zoning Inspections (allow 24 hours prior to inspection)

Two inspections are required by the Zoning Department. Please initial on the line provided next to the described inspection.

**7.a and 7.c.** First/stake inspection shows location of project site.

**7.b and 7.d.** Second/footer or hole inspection confirms location of project site.

**Step 6:**

Sign, print name and date the Zoning Requirements Sheet.

**Step 7:**

On the Application for Zoning Permit, next to the signature line/date, please check mark the box and initial. This confirms that you have read and understand the requirements for the approved Zoning Permit.