HINCKLEY TOWNSHIP
1410 Ridge Road Hinckley, Ohio 44233 | 330-278-4181
www.hinckleytwp.org

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) 725-9777

◯ **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:**

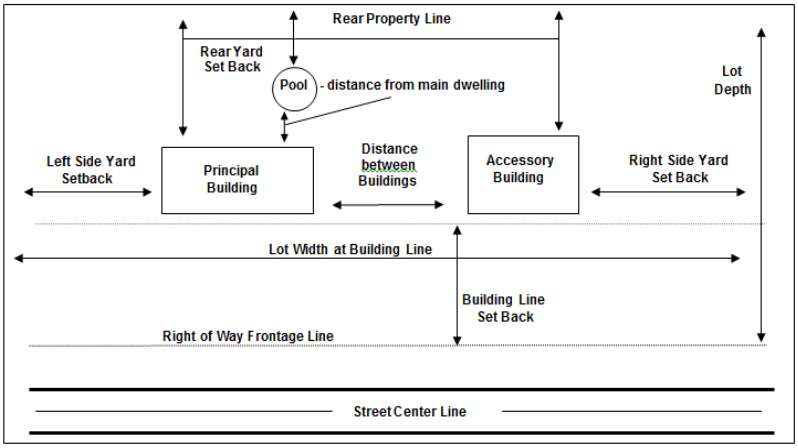
For properties located on State Highways:
STATE HIGHWAY DEPARTMENT
3220 MEDINA ROAD
MEDINA OH 44256
(330) 723-0091

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.

LOT TERMS



◯ **6. ONE SET OF BUILDING PLANS:**

The Hinckley Township Zoning Department requires a completed set of standard ¼ 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