

COPLEY TOWNSHIP

MODIFIED SITE PLAN REVIEW PROCESS

NO ALTERATIONS TO THE EXISTING BUILDING

\$25.00 FEE DUE UPON SUBMITTAL

The Zoning Inspector shall issue a Business Use Certificate if all of the following Conditions are met:

- The proposed Use is a permitted non-residential use.
- The proposed Use meets all parking requirements.
- No new construction is proposed to the existing structure.
- No alteration is proposed to the parking lot, lighting, screening, open space, service roads, driveways, topography, landscaping, and/or fire lanes.
- If applicable, Ohio EPA has granted approval of the sanitary wastewater disposal system based upon the applicant's proposed Use. <http://www.epa.state.oh.us/portals/35/pti/forms/PTIFormB12.pdf>

Permanent Parcel Number (PPN): _____

Property Location: _____

Name of Property Owner: _____

Address of Property Owner: _____

Phone Number of Property Owner: _____

Name of Applicant: _____

Address of Applicant: _____

Phone Number of Applicant: _____

Name of Business: _____

Name of Business Owner: _____

Phone Number at Business Location: _____

Zoning Classification where business is located: _____

Previous Use: _____

Proposed Use: _____

Emergency Contact Name: _____

Emergency Phone Number: _____

Please attach two copies of a drawing showing the building, parking, dumpster location and Ohio EPA approval for the septic system (if utilized).

Date: _____ Print Name: _____

Applicant's Signature: _____

Date: _____ Print Name: _____

Property Owner's Signature: _____

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TOWNSHIP USE ONLY

Township Official Receiving Application: _____

Date Received _____ Fee Received _____

A Certificate of Occupancy from the Summit County Building Department and Copley Fire Department, OR a Business Use Certificate from Copley Township Zoning Department must be obtained PRIOR to the building being occupied.

