

COPLEY TOWNSHIP

MODIFIED SITE PLAN REVIEW PROCESS

INTERIOR ALTERATIONS TO THE EXISTING BUILDING

INSTRUCTIONS

For use when a new business is proposed in an existing structure with alterations in a commercial and/or industrial district.

1. Applicant completes an application that can be found on the Copley website (<http://www.copley.oh.us/documents/ModifiedSitePlan.pdf>) or a copy of the application can be obtained at the Zoning Office.
2. If the Use is a CONDITIONAL Use they must apply to the Board of Zoning Appeals, via Conditional Use Application (see Conditional Use Process). <http://www.copley.oh.us/documents/ConditionalApplication.pdf>
3. Zoning Department checks the application for compliance (permitted use, parking, etc.). If the existing building is on a septic system, they must also fill out an EPA Site Inspection Request Form. The application and Site Inspection Request Form are sent to EPA and we MUST have approval before any zoning certificates can be issued. If EPA does not approve the septic system, the business cannot locate at that address.
4. Applicant submits the Modified Site Plan Application, two (2) professional drawings of the property (showing building placement, parking spaces and dumpster), and an EPA Check Sheet (if not on centralized sewer). <http://www.epa.state.oh.us/portals/35/pti/forms/PTIFormB12.pdf>
5. The Zoning Department will forward a copy of application and sketch (as listed in #4) to the Chief Fire Inspector. Once the fire inspection is done; he/she writes a letter stating that the building is in compliance or if he/she needs additional information. Fire Dept. is to check for 9-1-1 compliance, exit lights, emergency lights and conduct standard fire inspection.
6. After the Fire Department indicates that the business is in compliance, he/she will give written confirmation to the Zoning Office.
7. Zoning Department issues a Business Use Certificate.
8. The applicant must sign and pay for the Business Use Certificate in person. There is a \$25.00 fee.
9. The granting of a Business Use Certificate does not include a permit for signage. To request a sign permit, please complete the sign application and submit to the Zoning Department. <http://www.copley.oh.us/documents/SignApplication.pdf>

If you have additional questions, please contact the Zoning Department at 330.666.0108 or refer to Article 13 of the Copley Township Zoning Resolution.

Revised: 10-01-2010



COPLEY TOWNSHIP

MODIFIED SITE PLAN REVIEW APPLICATION

INTERIOR ALTERATIONS TO THE EXISTING BUILDING

\$25.00 FEE DUE UPON SUBMITTAL

Name of Property Owner: _____

Address of Property Owner: _____

Phone Number of Property Owner: _____

Name of Applicant: _____

Address of Applicant: _____

Phone Number of Applicant: _____

Business (Property) Location: _____

Name of Proposed Business: _____

Phone Number at Business Location: _____

Zoning Classification for Proposed Business: _____

Previous Use: _____

Proposed Use: _____

Number of parking spaces provided for this business: _____

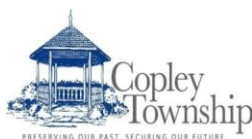
Two copies of a drawing showing building location, parking and dumpster location must accompany the Modified Site Plan Review Application.

Is the building connected to centralized sewer: YES or NO

If you answered no to the above question, you must fill out the Ohio EPA Site Evaluation Request Form which must be submitted with this application.

<http://www.epa.state.oh.us/portals/35/pti/forms/PTIFormB12.pdf>

Revised: 10-01-2010



Emergency Contact Name: _____

Emergency Phone Number: _____

Date _____ Print Name _____

Applicant's Signature _____

Date _____ Print Name _____

Property Owner's Signature _____

If you have additional questions, please contact the Zoning Department at 330.666.0108.

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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 the Copley Township Zoning Department must be obtained PRIOR to the building being occupied.