

BEFORE YOU BUILD.....

.....a deck, shed, or a room addition to your home or property, you will need to obtain a zoning permit from the Township. (Interior renovations do not require a zoning permit, but do require a building permit [Summit County Building Department](#)). To obtain a zoning permit, you can download the application from the Township's website at [Start-A-Project](#) or stop in Town Hall and pick one up.

For any building, if you are not connected to a sanitary sewer, septic approval is required from the [Summit County Health Department](#), 1100 Graham Road Circle (behind the Red Lobster at Rt. 8 and Graham Road), 330.923.4891.

Complete your application online, email your information to [The Planning & Zoning Inspector](#), or bring your completed application, (and Health approval, if applicable) with a simple drawing or sketch to the Zoning Department. If your application does not meet zoning requirements, you may apply to the Copley Township Board of Zoning Appeals for a variance. A complete list of requirements for whatever you plan to build can be found in the Township's [Zoning Resolution](#).

The Zoning staff will expedite your request for a zoning permit; however, you should plan time for the review process. State law allows 30 days for a permit to be issued, however, our Zoning staff can generally process your application within one week. Once the zoning permit is issued, you will be called to pick it up and pay any applicable fee. You can then take the zoning permit, along with your construction drawings to the Summit County Building Department to obtain your building permits.

Fences do not require a zoning permit, however a fence cannot exceed six (6) feet in overall height and must be a minimum of ten (10) feet back from the road right-of-way.

The Zoning staff is available from 7:30 am to 4:00 pm to assist residents with their projects. It is also easier to ask questions first before you start a project. Please do not hesitate to call or just stop in Town Hall if you have any questions or just to get more information. We are here to help.

COPLEY TOWNSHIP

RESIDENTIAL CHECK LIST FOR ZONING PERMIT

- _____ **Determine building project.**
Decks, sheds (of all sizes), room additions, detached garages, swimming pools, sunrooms, porches or other similar projects need a zoning permit. Fences do not require a zoning permit.
- _____ **Complete application for project with drawing or sketch of project.**
Show building setbacks (in feet) from all property lines and from existing buildings, if there are any on the property.
- _____ **Summit County Health approval, if applicable.**
- _____ **Submit application for review to Zoning Department.**
- _____ **Discuss project with Zoning staff.**
- _____ **Zoning permit issued. The staff will call you to pick up when ready.**
(If permit is not issued because it does not meet the requirements of the zoning resolution, you will be instructed on the process to apply for a variance through the Board of Zoning Appeals.)
- _____ **Pick up zoning permit and pay applicable fee. A list of zoning fees are posted on the Township's website.**
- _____ **Submit construction drawings to Summit County Building Department, 1030 E. Tallmadge Avenue, Akron to secure building permit. Any questions, please call them at 330-630-7298.**

PLEASE GIVE US A CALL IF YOU HAVE ANY QUESTIONS – 330-666-0108

**Shawna Gfroerer, Planning & Zoning Inspector
Extension 1108**