



**Planning &
ZONING**
BOARDMAN TOWNSHIP

Zoning Certificate revised 8/16/24

**PARKING
LOT
APPLICATION**

(Please Fill Out Entirely in Type or Legible Print)

Important To Note Before Starting The Application:

1. The Parking Lot **MUST** be on the same property as the building/use it is serving.
2. There are minimum and maximum Parking Spaces required based Table 11.04-1 of the Zoning Resolution.
3. Altering a Parking Lot may require Storm Water Management, Erosion Control, Landscaping and Exterior Lighting compliance.
4. Please review Boardman Township Zoning Resolution (BTZR) Article 11: Parking, Loading, and Circulation Standards

Applicant Information (Fill out owner information below)		
Name:	Contact Person:	
Address:		
City:	State:	ZIP:
Phone:	Cell:	Email:
NEED OWNERS SIGNATURE ON PAGE 3		
Project Information		
Street Address:		
Type: <input type="checkbox"/> New Parking Lot <input type="checkbox"/> Parking Lot Expansion <input type="checkbox"/> Other:		
Material: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Pavers/Bricks <input type="checkbox"/> Other:		
Rear Setback:	Left Setback:	Right Setback:
Expansion Length:	Expansion Width:	Expansion Square Footage:
PARKING SPACE DETERMINATION		
Existing Building Square Feet:	Existing Type of Use:	# of Parking Spaces required by Table 11.04-1:
Existing # of Parking Spaces:	# of Parking Spaces Added or Removed:	% Difference Between Existing and Proposed Parking Spaces: Please refer to BTZR Section 11.02(E) for compliance requirement

STORM WATER MANAGEMENT INFORMATION

Does the project add 500 square feet of impervious surface? Y ___ N___

If Yes is the answer to either question above, include 2 copies of the Storm Water Management Plans and Calculations per Mahoning County Standards in the submittal packet.

EROSION, SEDIMENTATION CONTROL, GRADING, AND DRAINAGE

Will there be earth-disturbing activities of one acre or more? Y ___ N___

If Yes is the answer to the question above, submit 2 copies of the Erosion and Sediment Control (ESC) Plans and Storm Water Pollution Prevention Plan (SWP3) to Mahoning County Soil and Water Conservation District.

Will there be earth-disturbing activities less than one acre? Y ___ N___

If Yes is the answer to the question above, include sufficient information on the site plan demonstrating compliance with BTZR Section 7.07(D), REQUIREMENTS FOR ALL LOTS.

LANDSCAPING AND LIGHTING

Does the alteration trigger the need for Landscaping Improvements per BTZR Section 10.02? Y ___ N___

If so, submit Landscaping Plans per BTZR Section

Will there be new Exterior Lighting? Y ___ N___

If so, submit a Lighting/Photometric Plan per BTZR Section 7.04.B.2

New curb cuts/expansions of curb cuts require a permit from the Boardman Township Road Department

Requires a site plan (A printed copy of the aerial view marked where the new parking area will be placed will be accepted.)

Owner Name:		
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	

1. The undersigned hereby certifies that the information in and with this application is true and accurate, and consents to agents of the township entering the premises for inspection and verification of information submitted, as applicable; and if a permit is issued, to verify conformance to requirements and conditions of issuance. Per Boardman Township Zoning Resolution (BTZR) Section 3.05(E)(2)(a)(i).
2. For complex projects requiring 3rd Party Review by a specialist qualified to verify completeness, accuracy, findings, conclusions and/or recommendations, the Zoning Inspector shall secure from Boardman Township’s list of qualified professionals a cost estimate to perform the review and the applicant shall agree to pay for the service in advance if desiring to proceed. Per BTZR 3.02(B)(2)(b).
3. The undersigned hereby acknowledges that the application’s original filing fee shall be forfeited if the application is determined to be incomplete and the required materials are not submitted within sixty (60) days of the completeness determination at which time the application shall be deemed withdrawn. Per BTZR 3.02(B)(3)(e).
4. If the property is owned by a business, corporation, trust, etc., then a separate notarized letter must also be submitted stating the signator has the authority to apply on behalf of the company.
5. If the property has more than one owner, then a signed authorization form must be submitted for each owner.
6. The undersigned hereby authorizes the Zoning Inspector or other Boardman Township staff permission to enter the property to conduct inspection necessary to make a determination on the requested permit application.

Signature of Owner: _____ Date: _____

Please Print Name: _____

Notarize

State of _____

County of _____

The Foregoing instrument was acknowledged before me on the ____ day of _____, 20____

By _____
Name of person acknowledging

[Notary Seal and Required Commission Information]

Signature of Notary Public
My Commission Expires_____