



**Planning &
ZONING**
BOARDMAN TOWNSHIP

Zoning Certificate revised 3/26/2025

**ZONING COMPLIANCE
NEEDING SITE PLAN
REVIEW**

(Please Complete Entirely, Type or Legible Print)

PURPOSE: Complete this form when a Site Plan Review is required for all commercial and industrial uses, new construction, exterior alterations, expansion of floor area, expansion of parking lot area, relocation, change in occupancy or change in use that would exceed thirty percent of the original use and where thirty percent of the total building square footage has been vacant for more than six months or for the expansion of any existing use and any other requirements listed in the Boardman Township Zoning Resolution (BTZR) Section 3.05(A)(1)(b).

SINGLE POINT OF CONTACT INFORMATION (If the point of contact is the owner, please fill out owner section)

Name:		Firm:
Address:		
City:	State:	ZIP:
Phone:	Cell:	Email:

PROJECT DESCRIPTION

Project Name:
Project Site Address (If one exists):
Parcel ID(s):
Project Category: Commercial, Industrial or Multi-Family _____ Number of lots: _____
Project Type: New Construction, Addition, or Rehabilitation _____
Building Square Feet: _____ Length: _____ Width: _____ Height: _____
Other Impervious Area Square Feet: _____ Project Value: _____ Expected Start Date: _____

PRELIMINARY INFORMATION

Was a pre-application meeting held for this project? Y ___ N ___ If so, submit the ARB comment letter together with a project response letter stating how the issues were addressed.
Did the property undergo a Land Use permit process such as a Variance, Conditional Use Permit or Rezone? If so, please provide the case number.
Does the property need to be combined or split? Y ___ N ___ If so, provide a copy of the Mahoning County Planning Commission subdivision application.

POTENTIAL ENVIRONMENTAL CONSTRAINTS INFORMATION

Is the subject property encumbered with any of the following environmental constraints?
a. FEMA Special Flood Hazard Area (aka the 100 Year Flood Zone). i. If so, please submit a copy of the Special Flood Hazard Area development permit application submitted to the Mahoning County Planning Commission.
b. Wetlands i. If so, submit a copy of either a permit or concurrence letter issued by US Army Corps of Engineers
c. Hydrological Unit (river, stream, channelized watercourse) i. If so, submit a copy of the watercourse delineation and drainage area calculation used to establish the riparian buffer distance.

STORM WATER MANAGEMENT INFORMATION
Does the project add 500 square feet of impervious surface? Y ___ N___
Does the project add 1,000 square feet of new building area on top of an 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.

SITE PLAN SUBMITTAL REQUIREMENTS
The applicant shall submit ten (10) hard copy full-size (i.e. 24" x 36" or comparable) plan sets containing:
A. A Site Plan that includes, at a minimum:
1. Address of the site (if one exists)
2. Mahoning County Auditor’s Tax Parcel Identification number of the subject property and all adjacent properties
3. Property boundaries and adjacent property boundaries extended a minimum of 50 feet from the property lines
4. Building footprints of all existing and proposed buildings
5. Ingress/Egress locations and site circulation
6. Parking areas. Show calculations of required and proposed parking spaces as per Section 11.04, OFF-STREET PARKING STANDARDS. Show loading zones and stacking spaces, if required
7. Sidewalks and sidewalk connections to a Right-of-Way when required in BTZR Section 11.09
8. Locations and details of all elements required under Article 7: General Development Standards
9. Existing and proposed easements
10. Designated Watercourses and Riparian Corridor Setbacks per Article 8, if applicable
11. Wetlands, if applicable
12. FEMA Special Flood Hazard Areas, if applicable

SUPPLEMENTAL MATERIALS
The applicant shall submit ten (10) hard copy full-size (i.e. 24" x 36" or comparable) plan sets when required:
A. Landscaping Plan when required by Section 10.02
B. Lighting/Photometric Plan when required by Section 7.04.B.2
C. Building Elevations when required in Article 9: Architectural Standards
D. A Traffic Impact Analysis if required by Recommendations of a traffic impact study, if required by Boardman Township, Mahoning County or Ohio Department of Transportation
E. Ohio Department of Transportation Right-of-Way Permit if connecting to a road owned by the State of Ohio.
F. Mahoning County Right-of-Way Permit if connecting to a road owned by Mahoning County

OWNER INFORMATION		
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 _____