



TRUSTEES  
ANGELO A. CICCONE  
JEANETTE A. CRISLIP  
JAMES S. FALVEY

TOWNSHIP FISCAL OFFICER  
MICHAEL A. PATRIARCA

55 Nye Road  
Painesville Twp., Ohio 44077

(440) 352-1443  
Fax (440) 352-8169

website: [www.pvilletwp.com](http://www.pvilletwp.com)

## PROCEDURES

### Application For Zoning Certificate and Site Plan Review

*A site plan is required to be submitted for any use or development involving the new construction, reconstruction or expansion of structures in the B-1, B-2, B-3, I-1, I-2, R-3, R-4, CS and Recreation Districts. This includes any existing or previously approved development that proposes to modify a use or site, including expanding the floor area of the permitted use, increasing the number of dwelling units in a multi-family development, or changing the use which requires an increase in the amount of parking or a change in the site's circulation. [Section 11.11(A) Painesville Township Zoning Resolution]*

#### Informal Review Process

It is recommended, but not required, that the prospective applicant meet for an informal review with the Zoning Inspector or his/her designated representative, and other agencies with technical advice to discuss early and informally the intent and effect of these zoning regulations and the criteria and standards.

To aid in the discussion, the potential applicant should prepare four (4) copies or sets of discussion plans, drawn to scale, showing the relationship of the development to surrounding properties, location of buildings, and parking areas, internal circulation patterns, proposed size of buildings and uses to be included in the development.

No action shall be taken at such a meeting and no discussions, opinions, suggestions, or recommendations discussed at the informal review meeting shall be relied upon by the applicant to indicate any potential and subsequent approval or disapproval of the plan.

#### Approval Process:

A. Review for Completeness: The Zoning Inspector or his/her designated representative shall, within ten (10) days of receiving the site plan application, review the application to determine the accuracy and compliance with the applicable regulations and submission requirements.

When the application is deemed completed and the fee has been paid; the Zoning Inspector shall officially accept the application for consideration and place it on the agenda of the Zoning Commission. If an application for a Conditional Use Permit or Appeal (Variance) is contained in the package, those items will be set for hearing by the Board of Zoning Appeals.

B. Plan Distribution: The Zoning Inspector or designated representative shall distribute the application to the following for review and comment. A date will be set for the return of all comments (generally 2 weeks) for the county/departments review. Once received, all comments are compiled into a staff report.

Mr. George Hadden  
Lake County Engineer  
550 Blackbrook Road  
Painesville Township, OH 44077

Mr. Dan Donaldson  
Lake County Soil & Water Conservation District  
125 E. Erie St.  
Painesville, OH 44077

Mr. Jason Boyd  
Lake County Planning Commission  
125 E. Erie Street  
Painesville, OH 44077

Mr. Tim Miller  
Lake County Stormwater Management Dept.  
125 E. Erie St.  
Painesville, OH 44077

Mr. Randy Roethlisberger  
Lake County Dept. of Utilities  
105 Main Street  
Painesville, OH 44077

Chief Frank Whittaker  
Painesville Township Fire Dept.  
550 Hardy Rd.  
Painesville Twp., OH 44077

1. Regulatory agencies that have the statutory authority to subsequently review and approve any aspect of the development
2. Other agencies, which, at the discretion of the Township, may have appropriate technical advice.
3. Appropriate local Township officials and departments.
4. Appropriate professional consultants retained by the Township.

All reports, comments, or expert opinions shall be returned to the Zoning Inspector.

C. Transmission to the Zoning Commission: The Site Plan application and all reports or comments prepared by the individuals in Section 36.06 B above shall be compiled by the Zoning Inspector and transmitted to the Zoning Commission and/or Board of Zoning Appeals.

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D. Zoning Commission Review Criteria: In reviewing the site plan, the Zoning Commission shall determine that the plan complies with the applicable requirements of this Zoning Resolution and the following review criteria:

1. The site plan shows a proper relationship exists between thoroughfares, service roads, driveways, and parking areas, and the requirements of the Zoning Resolution.
2. The development will result in a harmonious grouping of buildings within the proposed development and in relationship to existing and proposed uses on adjacent property.
3. The development will preserve and be sensitive to the natural characteristics of the site in a manner that complies with the applicable regulations set forth in this Zoning Resolution.
4. All development features, including the principal buildings, open spaces, service roads, driveways, and parking areas are so located and related as to minimize the possibility of any adverse effects upon adjacent development.
5. The site shall be planned to accomplish a desirable transition with the streetscape, and to provide for adequate planting, pedestrian movement and parking areas. Stormwater and water quality measures shall be integrated in the design of parking lots and roof water run off to assure that the runoff water quality is maintained or improved. Incorporation of Best Management Practices (B.M.P.) such as rain gardens and or bio retention basins shall be used.
6. Grading, surface drainage and sediment control provisions will comply with all applicable agency regulations and requirements including the Lake County Soil and Water Conservation District, Stormwater Management Department and the Lake County Engineer.
7. The design and construction standards of all private streets and any public improvements will comply with the provisions of all applicable agencies including the Lake County Engineer and Lake County Utilities Department.
8. Maximum possible privacy for adjacent residential properties shall be provided through good building design and landscaping according to the requirements set forth in the Zoning Resolution.
9. On-site circulation shall be designed to provide for adequate fire and police protection and safe and efficient pedestrian and vehicular circulation.
10. Roadway systems, service areas, parking areas, entrances, exits, and pedestrian walkways within the development are designed to have access to public streets in a manner that minimizes traffic hazards or congestion.
11. Lighting shall be designed as to create neither a hazard nor a nuisance to adjacent properties and uses.
12. Trash storage and other outdoor storage areas shall be screened from adjacent streets and property in accordance with Sections 22 and 35 of the Zoning Resolution, as applicable.
13. If the proposed development is to be carried out in phases, each phase shall have adequate provision for vehicular and pedestrian access, parking, landscaping, and seeding of applicable open space areas and other improvements to serve the development. Each phase shall be provided with temporary or permanent transitional features, buffers, or protective areas in order to prevent any adverse impact on completed phases, future phases, and adjoining property.

E. Zoning Commission Action:

1. Zoning Commission shall either:
  - a. Approve the site plan as submitted; or
  - b. Conditionally approve the site plan subject to the inclusion of specific conditions not originally included in the plan as submitted. Such conditions may include, but not be limited to, improvements to the general lot layout, open space arrangement, or on-site control of access to streets.
- The Zoning Inspector shall issue a letter to the application within 10 days specifically stating the conditions placed upon the application. Or,
- c. Deny the site plan because the proposed plan does not meet the requirements and purposes of these regulations. When denied, the Zoning Commission shall identify the

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deficiencies and suggest modifications to the site plan that, if made, may bring the site plan into compliance.

1. The Zoning Inspector shall issue a letter to the applicant within 10 days specifically stating the decision of the Zoning Commission.
2. A modified site plan may be resubmitted for consideration by the Zoning Commission at a regularly scheduled meeting. The Zoning Inspector shall transmit such plan to the Zoning Commission Secretary for review in accordance with the criteria set forth in Section 11.14 D.
2. Upon conditional approval of the site plan, the developer shall prepare and submit to the Zoning Inspector a final site plan. The final site plan shall include any modifications required by the Zoning Commission during the site plan approval procedures. The Zoning Permit will not be issued until conditions placed on the site plan by the Zoning Commission are met and included by the applicant in the final site plan.
3. Upon approval of the site plan, the Zoning Inspector shall issue a Zoning Permit for the proposed use.
4. The Zoning Commission shall act within sixty (60) days from the date the application was determined to be complete, or an extended period as mutually agreed upon by the applicant and Zoning Commission.
- F. Expiration of Plan Approval: An approved site plan shall remain valid for a period of twelve (12) months following the date of the issuance of the Zoning Permit, unless the Zoning Commission authorizes a longer period at the time of approval. If, at the end of that time, construction of the development has not commenced, then approval of the site plan shall expire and be of no effect unless resubmitted and re-approved in accordance with this Section. Construction is deemed to have commenced when all necessary excavation and piers or footings of one or more principal buildings included in the site plan, or relevant phase thereof have been completed.
- G. Deviation From Plan: Any deviations or alterations from the approved site plan by the Painesville Township Zoning Commission are prohibited. Upon determination that alterations to the approved plan are necessary, the applicant shall immediately notify the Zoning Inspector who shall make a determination whether or not the applicant shall resubmit the site plan and newly determined alterations to the Zoning Commission for the purpose of amending the approval.

Note: A flow chart is provided in Section XI.