

CITY OF WARREN, OHIO

Engineering, Planning & Building Department 540 Laird Avenue S.E. 2nd floor Warren, Ohio 44484
Phone: (330) 841-2582 - Fax: (330) 841-2614 or ejennings@warren.org

ZONING USE APPROVAL APPLICATION Page 1 of 2

**** Note that before any new occupancy or change of occupancy in a zoning district building or portion thereof occurs, application shall be made to the Planning & Zoning Director for review and approval of the proposed use. Neither the use of or the uses upon any land nor the use of or the uses within any structure shall be changed until a zoning approval for such change of use shall have been issued by the Planning & Zoning Director.****

**** Approval by the Planning & Zoning Director shall not mean approval for use and occupancy of the building which shall be approved by the Building Official with input from the Fire Official. It shall be the responsibility of the applicant to secure an approval from the City of Warren Building Official for all other applications, approvals, permits, inspections and a Certificate of Use and Occupancy prior to occupying.** Phone: (330) 841-2617**

The undersigned hereby applies for a Zoning Approval Application for the following use, to be reviewed for issuance or denial on the basis of the presentation herein:

1. Business Name: _____

2. Address of land, structure or building where use is to be located: _____

3. Suite or Unit Number/Letter: _____ Zip Code: _____ Parcel ID No: _____

4. Exact Description of Proposed Use: (If sales is involved, state product, state nature of service, if any.)

(Use attachments if more space is needed.) Number of attachments included: _____

5. Use will be operated in a completely enclosed building. Yes No Number of Stories _____

6. Application Type: (check all that apply) Commercial Residential New use in a new building
 New use in an existing building Change of use in an existing building Change of occupant/tenant in an existing building.

7. Applicant Name: _____ Telephone No: (_____) _____

E-mail: _____

Title (or interest) in land, structure or building: Owner Lessee Agent Other _____

Applicant Signature: _____ Date: _____

APPLICANT CERTIFICATION By Initialing, the applicant has read, understands, and agrees to the following:

- _____ 1. **Right of Revocation.** It is understood and agreed to by this applicant that any error, omission, misstatement, misrepresentation of material fact, with or without intent, such as might and/or would cause a refusal of this application or any material alteration made subsequent to the issuance of a Zoning Approval without required approval, shall constitute sufficient grounds for the revocation of this approval, making this Zoning Approval null and void.
- _____ 2. The applicant shall allow the Engineering, Planning & Building Department staff access to the property for on-site inspection(s).
- _____ 3. There may be deed restrictions on the property that differ from, and may be more restrictive than the City of Warren, Ohio Codified Ordinances. Please check your deed to make sure that any proposed project meets any restrictions that may be in effect.
- _____ 4. A signage application shall be required for new, additional or changed signs, and shall be submitted for approval in accordance with Chapter 1325 Signs. Ordinance No. 12470/13 Approved on: May 22, 2013.
(Signage Applications are available at www.warren.org) or Phone: (330) 841-2617

Site plan. A site plan showing a north orientation arrow, the size and location of new construction and all existing structures on the site, all property and interior lot line locations with setback and side yard dimensions and distances from buildings to lot lines, the locations of the nearest streets, the established street grades, the locations, types and sizes of all utility lines, the location of any fences, and the elevations of all proposed finished grades; and it shall be drawn in accordance with an accurate boundary line survey. **(A site plan shall be submitted for all new construction and additions.)**

The City of Warren Engineering, Planning & Building Department reserves the right to ask applicants to provide further information relating to any aspect of their Zoning Use Application. If additional information is not provided when requested there may be a delay in the consideration of your application.

Determination (FOR ZONING DIRECTOR USE ONLY)

Zoning District: _____

_____ Approved _____ Denied

Planning & Zoning Director Signature: _____ Date: _____

Notes of Approval or Reason for Denial: _____
