

Randolph Township Zoning Department

Application Checklist

All applicable items must be submitted.

Incomplete applications or applications submitted without the required fee will not be processed.

- Completed application form and fee
- Four (4) copies of the site plan as described in Sec. 400.02 A.2 of the Zoning Resolution and four (4) copies of structural plans showing exterior elevations and building floor plans.
- Proof that the proposal does or will comply with requirements of the pertinent public authority for:
 1. Sewage disposal: County Health Dept., County Water Resources Dept., or EPA
 2. Driveway/road culvert permit from: ODOT, County Engineer, or Township, whichever agency has authority over the road on which a driveway is proposed.
 3. Wetlands: Army Corps of Engineers or Ohio EPA if applicable. (Section 404 of the Federal Clean Water Act or ORC Section 3745.113 and 6111.02 and OAC Chapter 374 as applicable.)
 4. Flood Hazard Areas: County Building Dept., Flood Damage Prevention Regulations if constructing/impacting the 100 year flood plain.
 5. Water: County Health Dept. for wells, County Water Resources for Central Water.
 6. Storm Water, Sediment and Erosion Control: Ohio EPA NPDES1 permit if applicable. (The disturbed area is greater than or equal to 1 acre.)
- The proposed number of bedrooms, dwelling units, occupants, employees, and other uses.
- Location and design of entrance and exit drives.
- A plan of the lot/parcel drawn to scale showing the exact dimensions and area of the lot/parcel to be built upon or utilized by the proposed structure(s)/land use. The plan shall also include all of the following items at a minimum:
 1. The location, dimensions, and height of all structures to be erected/altered, and land area to be utilized.
 2. The intended use of all lands and structures.
 3. The locations of all existing structures and uses on the lot/parcel.
 4. The yard, opens space, and parking spaces with the number of parking and loading spaces and dimensions as required by Chapter 8. All handicapped spaces shall be clearly identified.
 5. Location, names and existing width of all adjoining streets or highways.
 6. Proposed location of driveway.
 7. Any proposed signage with exact dimensions and locations.
 8. A Storm Water Pollution Prevention Plan (SWPPP) showing how storm water and erosion will be managed on site, including the use of post-construction structural and/or nonstructural Best Management Practices.
(See Chapter 4, page 4-3 of Zoning Resolution for further information, if applicable)
 9. Any proposed sign or area lighting with appropriate measures to eliminate glare or impair visibility of neighbors and/or safe movement of traffic on any street or highway.

This checklist is intended to be a tool to help applicants when submitting Zoning applications. The Randolph Township Zoning Inspector reserves the right to request information that may not be specifically stated on this checklist, as described by the Randolph Township Zoning Resolution.