



City of Chardon

Chardon Municipal Center • 111 Water Street • Chardon, Ohio 44024-1201

www.chardon.cc

New Single Family Residence Permit Applications and Process Checklist

The plans can be submitted in an 11" x 17" format for approval.

Once approved, construction drawings can be sent via email to the Planning & Zoning Department in an electronic format, such as pdf.

CITY COUNCIL CITY MANAGER

440-286-2600

Fax: 440-286-2658

FINANCE

440-286-2470

Fax: 440-286-2658

Income Tax

440-286-2696

Fax: 440-279-0903

Water & Sewer Billing

440-286-2949

Fax: 440-286-2658

PARK & RECREATION

440-286-2630

Fax: 440-286-2658

POLICE

440-286-6123

Fax: 440-286-2680

PLANNING & ZONING

440-286-2654

Fax: 440-286-5541

PUBLIC SERVICE

440-286-2655

Fax: 440-286-5541

Division of Streets, Cemeteries & Parks

440-286-2656

Fax: 440-286-2681

Division of Water & Wastewater

440-286-2657

Fax: 440-286-7538

1) Plans submitted to the City of Chardon Planning & Zoning Department. _____

a) All required applications completed.

b) Please make sure all contractors/subs that are working within the public Right-of-way have their Insurance and Bond updated and on file with the City of Chardon.

2) Applicable zoning fees are paid at the time of submittal. _____

a) Permit fees: \$1000, ¾ Water Tap-In: \$1475, ¾ Water Meter: \$504.41.

Due: \$2979.41

b) Geauga Soil & Water Conservation District Application and Fee: \$60
(On a separate payment method)

3) Required Submittals:

Three (3) Site Plans to be approved by the City of Chardon and Geauga Soil and Water Conservation District staff. _____

Four (4) sets of Construction Drawings (including plumbing schematic) for City staff and Geauga County Building Department. _____

4) Waste Water Treatment Plant Impact Fee to be determined and paid before permit and plans can be released to the Geauga County Building Department for approval. _____

5) A closeout sheet must be submitted and approved before occupancy can be approved. _____

If construction is completed between April 1 and November 1, all landscaping must be installed prior to occupancy being issued.

Temporary occupancy may have further requirements.

Thank you!



ZONING CERTIFICATE APPLICATION
City of Chardon Planning & Zoning Dept.
111 Water St, Chardon, Ohio 44024
Phone: (440) 286-2654 Fax: (440) 286-5541

Application: _____
Date: _____
Fee: _____

Property Address: _____ Chardon OH 44024
 Permanent Parcel No. _____ Subdivision _____ Lot# _____

Applicant: _____	Phone () _____
Address _____	City _____ ZIP _____
Email: _____	
Property Owner: _____	Phone () _____
Address: _____	City _____ ZIP _____
Contractor: _____	Phone () _____
Address _____	City _____ ZIP _____
Email: _____	Days on Job: _____

APPLICATION FOR:

- | | |
|---|---|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Commercial Construction /Addition
Name & Type of Business: _____ |
| <input type="checkbox"/> Two Family Dwelling | <input type="checkbox"/> Industrial Construction / Addition
Name & Type of Business: _____ |
| <input type="checkbox"/> Residential Addition | <input type="checkbox"/> Occupancy
Name & Type of Business: _____ |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Other:
Description: _____ |
| <input type="checkbox"/> Shed | |
| <input type="checkbox"/> Pool | |
| <input type="checkbox"/> Fence | |
| <input type="checkbox"/> Garage | |

Proposed Building Height: Stories: _____ Feet: _____ Total Area: _____ Sq. Ft.
 Lot Coverage (buildings only): _____% Estimated Construction Cost: _____

Applications for residential, commercial and industrial construction/additions shall be accompanied by site plans conforming to Chapter(s) 1100-1161 of the Codified Ordinances the City of Chardon Municipal Standards for Plan Content.

Applications for decks, sheds, pools and fences shall be accompanied by a site plan showing the proposed location of the structure and the setbacks from all property lines.

To the Zoning Inspector of the City of Chardon:

The undersigned hereby applies for a Zoning Certificate for the proposed use. The undersigned certifies that the statements in the application and documents or plans attached thereto are correct and accurate representations of the project to the best of his/her knowledge.

Signature: _____ Date: _____

This project is subject to Municipal Tax Regulations. A closeout sheet may be required to be submitted to the City of Chardon's Finance Department upon completion of the project stated on the application.

Initial: _____

APPROVED / DENIED BY: _____ DATE: _____
 Zoning Inspector

District: _____ Planning Commission Date: _____

Closeout Sheet Required: YES/NO



SITE DEVELOPMENT PERMIT
City of Chardon Planning & Zoning Dept.
111 Water St, Chardon, Ohio 44024
Phone: (440) 286-2654 Fax: (440) 286-5541

Date of Application: _____

Application No.: _____

Property Address: _____, Chardon OH 44024

Permanent Parcel No. _____ Subdivision _____ Lot# _____

Applicant: _____	Phone (_____) _____	_____
Address _____	City _____	ZIP _____
Email: _____		
Property Owner: _____	Phone (_____) _____	_____
Address _____	City _____	ZIP _____
Email: _____		

Project Description: _____

Project Classification: _____

Work to be Included: Codified Ordinance Regulation.

- | | | | |
|---|-------------|---|--------------|
| <input type="checkbox"/> Streets | Chapter 901 | <input type="checkbox"/> Water Service | Chapter 927 |
| <input type="checkbox"/> Sidewalks | Chapter 905 | <input type="checkbox"/> Storm Sewer | Chapter 929 |
| <input type="checkbox"/> Trees | Chapter 909 | <input type="checkbox"/> Grading/Drainage | Chapter 1153 |
| <input type="checkbox"/> Sanitary Sewer | Chapter 925 | <input type="checkbox"/> Parking/Loading | Chapter 1155 |

The undersigned applies for a Site Development Permit to construct the project described above. Submittal of this application constitutes an agreement to conform to all applicable Codified Ordinances and other requirements, regulations, and standards of the Municipality; and to comply with all conditions of approval required by the Approving Authority. This agreement is a condition of the permit approval.

Signature

Date

<u>For Official Use Only</u>			
<u>Submittals Required</u>	<u>Date Approved</u>	<u>Submittals Required</u>	<u>Date Approved</u>
<input type="checkbox"/> Concept	_____	<input type="checkbox"/> Pre-Construction	_____
<input type="checkbox"/> Preliminary	_____	<input type="checkbox"/> Con. Inspection	_____
<input type="checkbox"/> Variance/Zoning	_____	<input type="checkbox"/> Post-Construction	_____
<input type="checkbox"/> Construction Doc.	_____	<input type="checkbox"/> Record Documents	_____
Received: _____	Fee: _____	Date Paid: _____	

A Site Development Permit for, and approval to commence work on, the above project is **GRANTED/DENIED** in accordance with the provisions of the Land Planning and Development Regulations of the Codified Ordinances and other applicable regulations of the Municipality.

 Approving Authority's Signature

 Date

Special conditions **HAVE/HAVE NOT** been imposed and made a part of this approval (copy attached). (Rev.10/16)



RESIDENTIAL FIRE SPRINKLER ADVISORY REQUIREMENT

City of Chardon Planning & Zoning Dept.

111 Water St, Chardon, Ohio 44024

Phone: (440) 286-2654 Fax: (440) 286-5541

Date of Application: _____

Zoning Application No.: _____

Property Address: _____, Chardon OH 44024 Lot#: _____

Permanent Parcel No. _____ Subdivision _____

Builder/Seller: _____ Phone () _____

Address _____ City _____ ZIP _____

Email: _____

Home Buyer: _____ Phone () _____

Address _____ City _____ ZIP _____

Email: _____

Ordinance No. 1550, adopted by the Council of the City of Chardon on October 13, 1994, requires that all buyers of newly constructed one, two, or three family dwellings must be provided with information, by the seller, advising of the safety benefits of a residential fire sprinkler system and the estimated additional cost to install such a system in the home being built.

Pursuant to this ordinance, as buyer of the home being constructed at the above listed address, the undersigned hereby acknowledges the following:

- 1.) I have been provided with, and have reviewed, information regarding the safety benefits of having a residential fire sprinkler system installed in my new home, and
- 2.) I have been provided an estimated additional cost to have such a system installed in this new home at my option.

Home Buyer's Signature

Date

To be completed by the Builder/Seller:

Not applicable; speculative home without contract buyer.

Buyer has chosen NOT to install a fire sprinkler system.

System is BEING INSTALLED in compliance with current National Fire Protection Association Standard – NFPA 13D. Plan and specifications for installation are attached.

FOR OFFICIAL USE ONLY

Date Received: _____

Plans/Specs Reviewed By: _____ Date: _____ Approved Rejected

Installation Inspected By: _____ Date: _____ Approved Rejected

Chardon



Public Works

Application for Permit and Inspection: Division of Water and Wastewater

City of Chardon
111 Water Street, Chardon OH 44024
Phone: (440) 286-2654 Fax: (440) 286-5541

Permit No.: _____

Job Location: _____ Parcel No.: _____ Date: _____

Application/Permit for: Sanitary Sewer Water Line Second Water Meter Water and Sewer Utility Tap-In

Please Check: New Installation Replacement Repair/Alteration Boring Extension Construction Water Service

Other please explain: _____

Call Ohio Utilities Protection Service at: 1-800-362-2764 BEFORE digging!

Property Owner's Name: _____ Signature: _____

Address: _____

Daytime Phone: _____ Mobile Phone: _____ Email: _____

Contractor's Name: _____ Signature: _____

Federal Tax ID No. or Social Security No.: _____

Company: _____ Address: _____

Contact Phone: _____ Fax: _____ Email: _____

Permit Fees are to be paid at the time of application submittal.

Sanitary Sewer Work Permit Fee: \$ _____ (CO 925.12) _____ Size, Sanitary Service Line Work Permit Fee: \$ _____ (CO927.12)

Sanitary Sewer Utility Tap-In Permit Fee: \$ _____ (CO 925.12) W.W.T.P. System Development Charge: \$ _____

Material and Labor Deposit: \$ _____

Total Sanitary Sewer Fee: \$ _____ Date Paid: _____

Water Utility Tap-In Permit Fee: \$ _____ (CO 921.162 & 927.12) _____ Size, Second Water Meter Fee: \$ _____

Material and Labor Deposit: \$ _____

Total Water Fee: \$ _____ Date Paid: _____

_____ Size, Water Service Line Work Permit Fee: \$ _____ (CO927.12) _____ Size, Second Water Meter Fee: \$ _____

Construction Water Service Deposit: \$ _____ (CO 921.167) Second Water Meter Installation Permit Fee: \$ _____ (CO927.39)

Construction Water Use Fee: \$ _____

Total Water Fee: \$ _____ Date Paid: _____

City Staff to fill out this portion only.

Pursuant to the Codified Ordinances and the Municipal Specifications of the City of Chardon, a Permit is hereby issued to the above named applicant, subject to final inspection.

Insurance Certificate Filed: Yes No N/A Date: _____ Bond Filed: Yes No N/A Date: _____

Permit Issued By: _____
Director of Public Service Date

Two (2) business days prior to start of work, call the City of Chardon Water and Wastewater Dept., at 440-286-2657 to schedule an inspection.

Sewer Final Inspection: Approved Denied Date: _____ If denied, explain. _____

Re-Inspection Approved Denied Date: _____ Inspected By: _____

Water Final Inspection: Approved Denied Date: _____ If denied, explain. _____

Re-Inspection Approved Denied Date: _____ Inspected By: _____

Geauga Soil and Water Conservation District

Application for Review and Approval of Water Management and Sediment Control (WMSC) Plan **(RESIDENTIAL LOT ONLY)**

All information, as applicable, must be provided on this form. The review and inspection fee shall be submitted with this application and associated plans. Plans will not be reviewed until the fee has been paid.

1. Owner Information

Name: _____ Phone: _____
Contact Person: _____ Phone: _____
Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Other Phone/email: _____

2. Contractor/Homebuilder Information

Name: _____ Phone: _____
Contact Person: _____ Phone: _____
Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Other Phone/email: _____

4. Site Information

Site/Project Name: _____ Township/City/Village: _____
Address: _____ Project Type: _____
(subdivision, commercial, government, residential lot, Condominium, institutional, mobile home park, manufactured home park or apartment)
City: _____ State: _____ Zip: _____ Parcel #: _____
Watershed: _____ Total Site (parcel) Acreage: _____ Total Disturbed Acreage: _____
(Chagrin, Cuyahoga, Grand, Mahoning)
Proposed Start Date: _____ Estimated Completion Date: _____
Site Coordinates (in decimal degrees): Latitude N 41. _____ Longitude W -81. _____

5. Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and are to the best of my knowledge and belief, true, accurate and complete. I authorize the Geauga Soil and Water Conservation District (SWCD) agents to enter this property for the purposes of plan review, site inspection or compliance with the Water Management and Sediment Control Regulations for the duration of the project until the Geauga SWCD can close the project and all bare soil is stabilized with vegetation.

Printed Name: _____ Affiliation: _____

Signature: _____ Date: _____

City of Chardon

Chardon Municipal Center · 111 Water Street · Chardon, Ohio 44024-1201

THE CITY OF CHARDON 1&2 FAMILY SITE PLAN REVIEW AND INSPECTIONS

SUBLOT TOPOGRAPHIC PLAN REVIEW

Plans must be reviewed and approved by the City of Chardon prior to submission to the County Building Department

Applicant must submit six (6) original copies of the Sublot Topographic Plan and two (2) copies of the Foundation Plan to the Planning & Zoning Department for review.

Upon approval of the topographic plan, three (3) stamped plans will be returned to the applicant for submission to the County Building Department. The stamped plans will be accompanied by an approval letter from the City Engineer indicating the following:

- a. Approved top of footer elevation;
- b. Approved basement floor elevation (if applicable);
- c. Approved garage floor elevation;
- d. Approved first floor elevation.
- e. Approved setbacks

Deviation during construction from the approved grades listed above, or any other part of the approved plan must be approved by the City Engineer.

If the topographic plan is rejected, one (1) marked copy of the plan will be returned to the Applicant for correction and re-submittal of six (6) original copies as indicated in above. The marked plan will be accompanied by a comment letter and a checklist of plan content requirements identifying the deficiencies in the plan. Re-submittals must address all identified deficiencies in order to be considered for approval.

SITE INSPECTIONS DURING CONSTRUCTION

Applicant must schedule the inspection through the Planning & Zoning Department at least 24 hours prior to the desired inspection time. Monday inspections must be scheduled on the Friday prior, by 12:00 noon. Required inspections include:

Footer Elevation & Setback Inspection

This inspection shall be performed after formwork for footers have been set and prior to pouring of concrete for the footers. The Applicant must have the following completed at the time of inspection:

- a. All property corner pins must be set and visible;
- b. One (1) side property line must be marked by survey markers adjacent to building corners. If side yards differ on either side of the building, the side with the smaller setback shall be marked.

This inspection will verify compliance with the approved plan of the following:

- a. Top of footer elevation;
- b. Overall building footprint dimensions;
- c. Front & side yard setbacks,
- d. Rear yard setback (as necessary).
- e. All sediment & erosion control measures have been installed.

Builder's Grade Inspection

This inspection shall be performed after the finished grade of the site has been established and prior to the installation of seeding and landscaping, in accordance with the following criteria:

- a. The site has been graded, after backfilling of below grade foundation walls and prior to any landscaping or seeding, such that positive drainage is maintained in accordance with the approved site plan, including tree lawns.
- b. Surface drainage swales and yard drains (if any) are installed in accordance with the approved plan;
- c. Elevations shall be approximately two to four inches below finished grade to allow for the placement of topsoil and the site shall be free of roots, debris and rocks exceeding 2-inches in diameter.
- d. All property corners shall be set and visible.
- e. Water service curb stop shall be visible and adjusted to the proper grade.
- f. All driveways, sidewalks and other exterior flatwork shall be complete in accordance with the approved site plan and properly backfilled.
- g. Stockpiles of excess soil, roots or other debris shall be removed from the site and from adjacent properties.
- h. All sediment & erosion control measures are installed and functional.

The City of Chardon Minimum Plan Content Requirements
 Site Plan Preparation - 1 & 2 Family Dwellings
 In accordance with City of Chardon C.O. 1113.53 and the
 City of Chardon Municipal Standard for Plan Contents (3/28/94 update)

REQUIRED TITLE INFORMATION	
1	Plan Title
2	Name of Subdivision Including Volume & Page of Record (if applicable)
3	Permanent Parcel Number
4	Sublot Number (if applicable)
5	Street Name & House Number
6	Name of Property Owner
7	Name of Builder
8	Name of Plan Preparer
9	Seal & Signature of Plan Preparer(s) (including registration number)
10	Legend Depicting all Symbols
11	Scale of Drawing (1"=30' minimum)
12	Date of Plan Preparation and All Revision Dates
REQUIRED SURVEY INFORMATION	
1	Surveyor's Certification Clause with Signature
2	Identification of Municipality, County, State, Township Section, Tract or Lot of the Property
3	Existing Street Name(s) adjacent to the property including Right-of-Way width (note Public or Private)
4	Existing Street Monumentation Including Centerline Bearings & Distances
5	Benchmark on U.S.G.S. Datum (Nearest Hydrant)
6	Bearing & Distance Information on all Property Lines
7	Bearing & Distance Information on existing Right-of-Way Lines
8	Corner Pins - Indicate size & condition and if set or found
9	Lot Size - in acres and square feet
10	Owner names and parcel numbers of adjacent properties
11	All Abutting Property Boundaries
12	Distances along Street Centerline from Property Lines to nearest Street Monumentation
13	Existing Easements on or Adjacent to the Property (including width, purpose & survey data)
14	Proposed Easements on or Adjacent to the Property (including width, purpose & survey data)
15	Show any areas reserved for common use by all property owners
16	Boundaries of any Platted, Protected Jurisdictional Wetlands
REQUIRED SITE LAYOUT, TOPOGRAPHIC, GRADING & DRAINAGE INFORMATION	
1	Existing Improvements on and/or within 35' of the property (Incl. 1st Flr. & Gar. Flr. Elev's & spot grades at corners, as applicable)
2	Setbacks of Existing Structures (front, side & rear)
3	Known Existing underground structures (i.e. abandoned building foundations, cisterns, etc.)
4	Existing on-site drainage structures (i.e. yard drains, manholes, headwalls, etc. Include length, size & slopes of pipes)
5	Existing Contour Lines at 1' Interval Extending 35' Beyond Property Boundary
6	Existing Drainage Courses on and/or within 35' of the Property
7	All Natural Features/Conditions Including Location of Substantial Tree Masses
8	Existing Roadway Pavement with Spot Grades at Centerline, Gutter, Top of Curb & Back of Walk (@ sidelines & center of property)
9	Existing Street Casting Elevations
10	Required Building Setback Lines and Yard Space Limits (front, side & rear)
11	Proposed Building Footprint, Dimensions, # of Floors & Gross Square Footage
12	Proposed Finished First Floor Elevation (In Accordance with Mass Grading Plan for Subdivision - if applicable)
13	Proposed Basement Floor Elevation and Number of Courses of Block
14	Proposed Garage Floor Elevation
15	Proposed Top of Footer Elevation (If Stepped Footer, Provide All Elevations at Step Locations)
16	Proposed Garage Footer Elevation
17	Existing & Proposed Spot Elevations at all House Corners
18	Existing & Proposed Spot Elevations on Side Property Lines adjacent to all House Corners
19	Location, Composition and Width of Existing & Proposed Driveways & Sidewalks

The City of Chardon Minimum Plan Content Requirements
 Site Plan Preparation - 1 & 2 Family Dwellings
 In accordance with City of Chardon C.O. 1113.53 and the
 City of Chardon Municipal Standard for Plan Contents (3/28/94 update)

REQUIRED SITE LAYOUT, TOPOGRAPHIC, GRADING & DRAINAGE INFORMATION (Continued)	
20	Grade of Proposed Driveway & Apron
21	Spot Grades at Top of Curb, Gutter at Proposed Drive Apron Cut
22	Spot Grades at Face & Back of Sidewalk where Sidewalk Intersects Proposed Driveway/Drive Apron
23	Location, Size, Slope & Material of Proposed Driveway Culverts
24	Proposed Contour Lines at 1' Interval (Proposed Grading must be contained within subject property)
25	Proposed Swales with Spot Grades & Slopes (2% Minimum Slope for Grassed Swales)
26	Proposed Rechanneling of Existing Drainage Ways
27	Location & Height of Proposed Terraces or Retaining Walls (incl. materials & construction details)
28	Proposed Yard Drains Including Top of Casting & Invert Elevations, Pipe Material, Slope & Appropriate Details.
29	Proposed Storm Discharge Point(s) Including Invert Elevation, Headwall Type, Erosion Protection
REQUIRED UTILITY INFORMATION	
1	Location of Existing Storm Sewer in Street - Include Size, Inverts at upstream & downstream manholes and Connection Point
2	Location of Existing Sanitary Sewer in Street - Include Size, Inverts at upstream & downstream manholes and Connection Point
3	Location of Existing Water Main in Street - Include Size, Hydrants and Location of Connection Point
4	Location of Existing Electric, Phone & Cable Service in Street
5	Location of Existing Gas Service in Street
6	Location and Size of Storm Sewer Service Connection Including Slope (Minimum 6" Pipe @ Minimum 1% Slope)
7	Location and Size of Sanitary Sewer Service Connection Including Slope (Minimum 6" Pipe @ Minimum 1% Slope)
8	Location and Size of Water Service Connection and Shutoff, Including Material & Size (Minimum 3/4" K-Cu)
9	Location of Electric, Phone & Cable Service to Connection Points
10	Location of Gas Service to Connection Point
REQUIRED EROSION & SEDIMENT CONTROL INFORMATION	
	NOTE: Sediment & Erosion Control Best Management Practices (BMP's) shall be included on the plan in accordance with the Geauga County Water Management & Sediment Control Regulations. All BMP's required and shown on the plan shall have appropriate construction details and notes provided. BMP's include but are not limited to:
1	Temporary Construction Entrance
2	Provisions for Street Sweeping / Street Cleaning
3	Protection of Adjacent Properties
4	Inlet Protection
5	On-Site Channel & Ditch Protection
6	Site Stabilization
7	Inspection and Maintenance Schedules



The C.W. Courtney Company
 700 Beta Drive, Suite 200
 Cleveland, Ohio 44143
 Engineers for The City of Chardon



The C.W. Courtney Company
 700 Beta Drive, Suite 200
 Cleveland, Ohio 44143

THE CITY OF CHARDON FOOTER & SETBACK INSPECTION - 1 & 2 FAMILY DWELLING

Subdivision: _____
 Sublot No.: _____
 Street Address: _____ Inspected By: _____
 Owner / Builder: _____ Inspection No.: _____
 Date of Site Plan Approval: _____ Date / Time of Inspection: _____

INSPECTION DATA

Property Corner Pins

- Set & Visible
- Not Set and/or Not Visible

Sediment & Erosion Control Measures

- Not Installed
- Installed & Appear Functional
- Installed & Require Maintenance

Approved Top of Main Footer: _____	Field Elevation Top of Main Footer: _____
Approved Top of Garage Footer: _____	Field Elevation Top of Garage Footer: _____
Approved Front Yard Setback: _____	Field Dimension to Front of Bldg.: _____
Approved Rear Yard Setback _____	Field Dimension to Rear of Bldg.: _____
Approved Side Yard Setback(s) _____	Field Dimension to Sides of Bldg.: _____
Approved Overall Bldg. Width: _____	Field Dimension Overall Bldg. Width: _____
Approved Overall Bldg. Depth: _____	Field Dimension Overall Bldg. Depth: _____

ADDITIONAL COMMENTS: _____

STATUS OF INSPECTION

APPROVED

NOT APPROVED - Correct noted deficiencies and call the Planning & Zoning Department @ 440.286.2654 to schedule a re-inspection.

Douglas Courtney, PE
 City Engineer

