



Planning & Zoning Permit Application

Sara Kline, Mayor

Department of Planning & Development • 3760 Darrow Road • [330] 689-2819 • [330] 689-2827 [fax] • rkurtz@stow.oh.us

Please complete Parts 1 & 2, then complete relevant section of under Part 3 depending on application type.

Part 1 – Application Type

Date

PLANNING COMMISSION	SIGN - TEMPORARY	SIGN - PERMANENT
TEMPORARY COMMERCIAL SALES	HOME OCCUPATION	

Part 2 – Applicant/Business/Property Owner Information

Applicant		
	Printed Name	Signature
Company Name		
Address		
E-mail		Phone #
Project / Business Name		
Project Address & Unit #		
Property Owner (Printed Name & Company)		
Property Owner Signature*		Phone #

**Authorization letter may be substituted for signed form*

Part 3

A. Planning Commission Hearing

Nature of Request	
Reason for Emergency Legislation (Required)	

B. Signs

Permanent Sign	Temporary (Mobile)	Temporary (Banner)			
Date of Installation	Date of Removal				
#	Location (east wall, etc.)	Area of Sign (sq. ft.)	Height (feet)	Setback from R.O.W.	Setback from Side Lot line

C. Temporary Commercial Sales

Location and Nature of Sale of Goods				
Dates of Sale	Start Date		End Date	
Business Hours of Sale	Start		End	
Please attach a site plan showing location of goods for sale, and if property owner has not signed Part 2 of this application, please attach the property owner's permission.				
ALLOW AT LEAST TEN (10) WORKING DAYS FROM SUBMISSION OF APPLICATION TO APPROVAL.				

D. Home Occupation

Type of Business				
	Initial		Renewal	
Approximate Area of Home Occupation Use (sq. ft.)				
Will there be storage of material or warehousing on-site?				
If so, please describe the type and quantity of material to be stored				
Will there be any employees who are not residents?		Yes	If yes, how many?	No
Will there be customers visiting the residence?		Yes	If yes, by appointment?	No

To be completed by Department staff

Date:		Fee:		Date Paid:		Zoning District:	
Inspections Required/Copies Sent to:		Planning		Engineering		Building	
		Zoning		Police		Fire	
Date & Time Inspections:							
Inspector:							
Required Attachments Submitted:		Map/Site Plan		Written Permission			
Permit Approval:	<i>Signature & Date</i>						
Comments/Conditions							

PROCEDURE FOR TEMPORARY COMMERCIAL SALES

1. Complete an application and submit it to the **Zoning Department** along with:
 - a. The property owner's written permission or signature on the application.
 - b. Dates that the temporary sale will take place.
 - c. A site plan of the sales area indicating property lines and dimensions, traffic flow in and out, and location of any temporary structures.
 - d. A description of the type of temporary structure to be used and how it will be anchored, if applicable.
2. The Zoning Department will distribute copies of the application to various required departments within the City for comment and approval.
3. Once all approvals have been returned to the Zoning Department, the permit will be issued along with any pertinent comments or requirements.
4. The applicant will be contacted to pick up the permit in the Building Department and pay the \$50.00 fee.
5. Certain inspections, such as zoning, electrical and fire will be conducted once the sales area has been established.
6. If you have any questions or need assistance, please contact the Zoning Department at (330) 689-2703.

TEMPORARY SALES RULES/REGULATIONS

1. A Zoning permit is required for all temporary commercial sales such as sales of plants, Christmas trees, pumpkins, produce, commercial sidewalk sales, etc., as long as they meet certain regulations which can be found on the next page.
2. Any signage used in conjunction with the temporary sales promotion must be addressed separately with the Planning Department at (330) 689-2812.