



**TRUSTEES**

Robert C. Boos  
Edward J. Enderle  
Gordon B. Hahn

**HURON TOWNSHIP  
BOARD OF TRUSTEES**

1820 BOGART RD. • HURON, OHIO 44839  
(419) 433-2755

**FISCAL OFFICER**

Matthew S. Dewey

**BUILDING OFFICIAL**

John A. Zimmerman

**HURON TOWNSHIP  
ZONING COMMISSION  
PROCEDURES**

The following information must be submitted to the Building Department at least thirty (30) days prior to the scheduled date of the next meeting of the Zoning Commission.

1. A completed Site Plan application. The application must be signed by the land owner or their authorized representative.
2. A written description of the project including the ownership of the land involved and the proposed construction schedule.
3. Seven (7) copies of the complete (to scale) site plan showing the following information:
  - a. Location of all existing and proposed building and structures on the parcel and the distance of each to the property line.
  - b. Location and availability of all utilities.
  - c. Method of disposing of all surface and storm water drainage on, and off, the premises to the extent that it will not adversely affect abutting property. (A complete drainage plan must be submitted to the Erie County Engineer's Office for review. Project approval will not be given by Huron Township until the drainage plan is approved by Erie County.)
  - d. Proposed parking areas, driveways, and sidewalks (if required), showing and listing the number of parking spaces. (Huron Township requires that all parking areas, spaces, and access driveways be paved with either asphalt or concrete.)
  - e. Building elevations (all sides).
  - f. Complete description of site lighting including the type of fixtures. (All fixtures are required to be cut-off type.)
4. A list of the names and addresses of all property owners with 150' of the exterior boundaries of the subject property.
5. A \$250.00 filing fee drafted in favor of Huron Township.

The Zoning Commission meets the first (1<sup>st</sup>) Wednesday of every month at 4:00 PM., in the Township Building, 1820 Bogart Road, Huron, Ohio. All the above listed information must be submitted to the Huron Township Building Department, 1820 Bogart Road, Huron, Ohio, as required.

314.01 Purpose

It is the intent of this section to protect the health, safety, welfare, and general convenience of the inhabitants of the Township. The Site Plan review regulates the development of structures and sites in a manner which considers the following concerns, and where necessary, requires modification of development proposals to eliminate or minimize potential problems and nuisances. The principal areas of concern are:

- A. The balancing of landowners' rights to use their land, with the corresponding rights of abutting and neighboring landowners to live without undue disturbances. (e.g., noise, smoke, fumes, dust, odor, glare, stormwater runoff, etc.)
- B. The convenience and safety of vehicular and pedestrian movement within the site and in relation to adjacent areas and roads;
- C. The adequacy of waste disposal methods and protection from pollution of surface and/or groundwater; and
- D. The protection of historic and/or natural environmental features of the site under review and adjacent areas.

314.02 Projects Requiring Site Plan Review

No permits for the construction, exterior alteration, occupancy, or change in use of any commercial/industrial building or structure shall be issued and no existing commercial/industrial use, building, or structure shall be expanded in floor area or established except in conformity with a site plan approved by the Zoning Commission. A Site Plan Review shall be required for the resumption of any use discontinued for more than two (2) years or for the expansion of any existing use. The only exemptions from the Site Plan Review requirements shall be one and two family dwellings; however, each application, regardless of the scope, will be reviewed for the adequacy of the surface drainage of stormwater.

314.03 Items Required on the Plan

- A. The location of all existing and proposed buildings and structures and their distances to property lines.
- B. The location of all utilities.
- C. Location, height, and intensity of all external lighting fixtures and their direction of illumination and methods to eliminate glare unto adjoining properties.
- D. A copy of the drainage plan as submitted to the Erie County Engineer's Office.
- E. Complete landscaping plan showing the location and types of plantings.
- F. Traffic patterns, both vehicular and pedestrian.
- G. Vehicle entrances and exists, unloading and loading areas, and all curb cuts.
- H. Complete parking plan showing parking space dimensions and required paving.
- I. Building elevations from all sides.



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**HURON TOWNSHIP  
SITE PLAN REVIEW  
APPLICATION  
(Please Type or Print)**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Property Owners' Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Location of Project:

Lot/Parcel #: \_\_\_\_\_

Address: \_\_\_\_\_

Acreage/Area: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

\_\_\_\_\_

Use of Existing Buildings and/or Structures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Use of Proposed Buildings and/or Structures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Area of Proposed Buildings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning District: \_\_\_\_\_

**Huron Township  
Site Plan Application**

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1. Will the proposed project require the opening of any street or the extension of any public improvement? Yes (explain below) No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The location of the closest fire hydrant. \_\_\_\_\_ ft.  
The size of the water main on which the hydrant is located. \_\_\_\_\_”

3. Number of off-street parking spaces. \_\_\_\_\_

4. Has the drainage plan been approved by the Erie County Engineer? Yes No  
(explain below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are all utilities shown on the site plan? YES NO (explain below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are building elevations shown on the plan? YES NO (explain below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Proposed schedule of construction. \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**BUILDING DEPT. USE ONLY**

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_  
Site Plan (7 copies): \_\_\_\_\_  
Abutting Owners: \_\_\_\_\_  
\$250 filing fee: \_\_\_\_\_