

Village of Burton
Zoning Office
14588 West Park Street (S.R. 87)
P.O. Box 408
Burton, Ohio 44021



Rick Gruber
Zoning Inspector

Phone: 440-834-4474
Fax: 440-834-1446

Drainage, Regrading, Retention, Waterproofing

Permits Required:

- Mayor's Permit** (Any work involving a portion of the sidewalks, roadways, water systems and/or sewer systems of the village.)
 - Fee: \$50
 - Deposit: \$950
 - Ordinance: 901.301
- Engineers Permit** (Any improvement to land by grading, excavation, or by the construction or erection of a building or structure of any kind, or by the construction, installation, and maintenance of ponds, lakes, drainage ways, sanitary and/or storm sewers or similar devices, or who proposes to remove, place, or relocate natural topsoil.)
 - Grading Deposit: To be determined by the Engineer
 - Plot Plan Deposit: To be determined by the Engineer
 - Ordinance: 901.04
- Tree Work or Removal Permit** (Any tree work or removal within the right-of-way)
 - No Fee
 - Ordinance: 913
 - Registration of tree experts is \$35/annual fee.

Common Items Needed for Plan Review:

- Three complete set of Construction/Site Plans.
- Three copies of Grading Plan.
- Three copies of Plot Plan.

Process (in order):

1. Submit completed **Mayor's Permit** with all associated fees and requested documentation.
2. If tree work is within the "Right-of-Way", then a **Tree Work and/or Removal Permit** is required to be filled out and submitted with all associated fees and requested documentation. "Right-of-Way" information is listed per street within the Village on the *Tree Work and/or Removal Permit* application. Before commencing, any tree work needs to be approved by the Tree Commission and have the tree contractor register with the Village of Burton.
3. If *any improvement to land by grading, excavation, or by the construction or erection of a building or structure of any kind, or by the construction, installation, and maintenance of ponds, lakes, drainage ways, sanitary and/or storm sewers or similar devices, or who proposes to remove, place, or relocate natural topsoil* is being performed within the Village, then an **Engineers Permit** is required to be filled out and submitted with all associated fees and requested documentation.
4. Departments and Personnel to be involved with process (notifications will be made by the office):
 - a) Mayors Application - Notification to Street Commissioner and Utilities Supervisor – Review project and paperwork submitted. This is an informal review and requires no additional involvement of the applicant. This review is to ensure the project falls within the proper applications submitted to proceed with approval.
 - b) Engineers Application – Notification to Engineer.
 - c) Tree Work Application – Notification to Arborist.
5. Contact the Village Office when the project is complete for final inspection. After all is approved by the Street Commissioner and Utilities Supervisor, the remaining bond money can be refunded.
6. All county permits will be in addition to what is listed above.

