

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



*Rick Gruber*  
Zoning Inspector

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## *New Construction*

### **Permits Required:**

- Zoning Permit**
  - Fee: \$175 Single Family new dwelling
  - Ordinance: 1139
  
- Mayors 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
  
- Water/Sewer 'Tap In' Permit** *(Any requested connecting to water or sewer infrastructure)*
  - The Village Engineer will determine the fees after a Mayors Bond is deposited.
  - Ordinance: BPA Rules & Regulations, can be subject to change annually.
  
- 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: *(Engineer will review project and determine cost for Engineers involvement)*
  - Plot Plan Deposit: *(Engineer will review project and determine cost for Engineers involvement)*
  - Ordinance: 901.04
  
- Tree Work or Removal Permit** *(Any tree work or removal within the right-of-way)*
  - No Fee
  - Ordinance: 913
  
- Historic District Construction Permit** *(Required if location is within the Village Historic District)*
  - Fee: \$5
  - Ordinance: 159

### **Items Needed for Plan Review:**

- Three complete sets of Construction/Site Plans.
- Three copies of Grading Plan (if applicable)

### **Items Needed for Historic Review Board:**

- Set of plans which include the following:
  - Photographs of all surrounding lots (both sides and three across the street)
  - Photographs or product samples of exterior elements (roof, siding, shutters, etc.)

### **Process (in order):**

1. Submit completed **Mayors Permit** with all associated fees and requested documentation. (if applicable)
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. Tree work “Right-of-Way” information is listed per street within the Village on the *Tree Work and/or Removal Permit* application.
3. If location of project is within the Historic boundaries of the Village, then a **Historic District Construction Permit** is required to be filled out and submitted with all associated fees and requested documentation. Historic boundaries within the village are outlined on an illustrated map available on the *Historic District Construction Permit* application.
4. 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.
5. Submit completed **Water/Sewer ‘Tap In’ Permit** with all associated fees and requested documentation. (if applicable)
6. Submit completed **Zoning Permit** with all associated fees and requested documentation.
  - a) Approval needed prior to issuance of Permit Certificate:
    - i. Historic District Review
    - ii. Tree Commission Review
    - iii. Engineer Review
    - iv. Water/Sewer ‘Tap In’ permit application with all fees paid.
  - b) If a variance is needed for approval, a **Request for Variance Application** will be required to be filled out and submitted with all associated fees and documentation.
7. Departments and Personnel to be involved with process (notifications will be made by the office):

- a) Mayors Permit - Notification to Street Commissioner – 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) Zoning Application – Notification to Zoning Inspector - 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
  - c) Historic District Permit – Notification to President of the Historic District Board.
  - d) Water/Sewer Tap In Permit – Notification to Utilities Supervisor.
  - e) Engineers Permit – Notification to Engineer.
  - f) Tree Work Application – Notification to President of Tree Commission.
8. Inspections Required:
- a) Pre-excavation - Performed by Zoning Inspector
  - b) Driveway/Sidewalk – Performed by Street Commissioner
  - c) Water/Sewer Tap In, pre-backfill – Performed by Utilities Department
  - d) Water/Sewer Tap In, Final – Performed by Utilities Department
  - e) Grading, Final – Engineer
9. All county permits and inspections will be in addition to what is listed above.