

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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Pool

Permits Required:

- Zoning Permit**
 - Fee: \$10
 - Ordinance: 1341
- Historic District Construction Permit** *(Required if location is within the Village Historic District)*
 - Fee: \$5
 - Ordinance: 159

Common Items Needed for Plan Review:

- One complete sets of Site Plans.

Items Needed for Historic Review Board:

- One 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. 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.
2. 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. Zoning
 - 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.
3. Departments and Personnel to be involved with process (notifications will be made by the office):

- a) 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
 - b) Historic District Application – Notification to President of the Historic District Board.
 - c) Water/Sewer Application – Notification to Utilities Supervisor.
4. Final inspection performed by Zoning Inspector
5. All county permits and inspections will be in addition to what is listed above.