

Helpful Checklist for Saybrook Township Zoning Permit Application Submittals

Application:

- a) Date (*Is required on each page of all documents submitted*)
- b) Address
- c) Parcel Number
- d) Lot Number (*If applicable*)
- e) Lot Size (*Total square footage*)
- f) Current Square Footage of All Existing Buildings
- g) Additional Square Footage of Proposed Construction
- h) Applicant
- i) Owner
- j) Contractor
- k) Plans Drawn By
- l) Copy of Legal Description with Deed (*May be obtained from the Ashtabula County Recorder*)
- m) Existing Use of Buildings and Premises (*i.e. Residential, Commercial, Industrial, etc.*)
- n) Proposed Use of Buildings and Premises (*Garage, Shed, Fence*)
- o) Zoning District
- p) Dimensions (*Width x Length = total s.f.; Height*)
- q) Applicant Signature and Date
- r) Property Owner Signature and Date

Site Plan:

- s) Site Plan ***drawn to scale*** showing the ***actual dimensions and shape of the lot/parcel to be built upon***; scale to be noted on plans (*Original and 2 copies, dated and signed*)
- t) Location and identification of all streets bordering property
- u) **Exact size and location** of any and all **existing buildings**
- v) **Exact size and location** of all **proposed buildings or additions**
- w) **Building height** of all **existing and proposed buildings or additions**
- x) Number of off-street parking spaces or loading areas, if applicable
- y) Number of dwelling units, if applicable

INCOMPLETE ZONING PERMIT APPLICATION SUBMISSIONS WILL BE REJECTED AND RETURNED FOR COMPLETION & RESUBMITTAL.