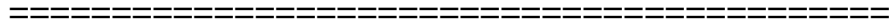


# TOWN HALL & ZONING FAQs



## FREQUENTLY ASKED TOWN HALL QUESTIONS

### **What are the Town Hall hours?**

7:30 a.m. to 4:30 p.m., weekdays

### **When are Trustees Meetings?**

Regular Meetings are usually conducted on the first and third Mondays of each month, at 7:00 p.m. Agendas for these meetings are usually posted on our web site ([www.northfieldcenter.com](http://www.northfieldcenter.com)) on the Friday prior to the meeting. The topics discussed at these meetings may differ from the Agenda, and Public Comments on any subject are welcome.

### **What are Special Meetings or Public Hearings?**

Special Meetings or Public Hearings are additional public meetings that pertain only to those items on the Agenda. State Law dictates that no other subjects can be discussed. The Agendas for these meetings must be sent to the media and those on our Meeting Notification List no less than 24 hours prior to the start of the meeting. They are also posted on our web site.

### **Do Township Residents pay employment taxes??**

Northfield Center is a Township - therefore Residents do not pay employment taxes.

### **What is the Meeting Notification List?**

This is a list of all who have contacted the Town Hall, either by phone, fax, e-mail, or e-mail, and requested that they receive notification and agendas for all Township meetings. As of this date, all those on our Meeting Notification List, which includes the media and a few residents, have agreed to visit our web site on Friday afternoons prior to the Monday Trustees and Zoning Commission Meetings to view the respective agendas. We email them Notices & Agendas for all Special Meetings and Public Hearings, as well as place these items on our web site. Contact the Town Hall if you are interested in being added to our Meeting Notification List.

### **What is the best way to contact the Trustees?**

Written communication, whether via U.S. mail, fax, or email is always best, since it establishes a paper trail and insures that your comments, suggestions, or complaints are forwarded to the Trustees "in your own words". Of course, you are welcome to phone a Trustee, or come into the Town Hall and leave a message. The Trustees do not have regular office hours at the Town Hall, although it might be possible to arrange for one of them to meet with you.

### **Excluding public meetings, why can't I talk to more than one Trustee at one time?**

The Ohio "Sunshine Laws" state that it is illegal for even two Trustees to meet together to discuss Township business outside of a public meeting.

### **How can I use the facilities of the Town Hall?**

The Town Hall is used for approximately 100 public meetings, and 125 meetings of various community groups. The Lower Level Meeting Room, equiped with a kitchen, is available for other groups and individuals. There is a \$25 deposit, which is refundable. Liquor, beer, and smoking are not permitted. Please be advised that the Summit County Sheriff District Office 11 is also located on the Lower Level. Contact the Town Hall at (330) 467-7646 ext. 7 for more information.

### **Can I rent or borrow chairs, tables, or any equipment from the Town Hall, Fire Department, or Road Department?**

Sorry, but we cannot provide these items.

## FREQUENTLY ASKED ZONING QUESTIONS\

### **Q. When are Permit fees due)?**

A. All Permit fees are due at the time of application. Checks payable to:  
Northfield Center Township.

### **Q. What are the hours for the Zoning Department?**

A. M-W-F 10:00 a.m. to 2:30 p.m. The Town Hall is open from 7:30 a.m. to 4:30 p.m. weekdays.

### **Q. How do I contact the Zoning Department?**

A. To phone the Zoning Inspector or Township Secretary, please call (330) 467.7646 ext. 2. The Zoning Inspector's email address is: nctzoninginspector@att.net. The Township Secretary's email address is: nctsecretary@att.net.

### **Q. What am I required to submit as part of the Application?**

A. The completed, signed Application, with attached site plan, Homeowners' Association letter (if applicable), and a check payable to Northfield Center Township.

### **Q. What if the Town Hall is closed when I arrive to submit my Application?**

A. Place the Application in the "Mail Drop" located in the front door of the Town Hall.

### **Q. How long do I have to wait for an approved Permit?**

A. Permits are generally approved within 7-10 days after submission of the completed application. The Applicant will be notified when the Permit is ready.

### **Q. How can I track the progress of my Application?**

A. Visit the Northfield Center Township web site at [www.northfieldcenter.com](http://www.northfieldcenter.com), and click on "Download Township Documents".

## **Q. What are the requirements for various Permits?**

### **Accessory Buildings**

- 1) Permit required
- 2) Only one per property
- 3) Offset - 10 feet from the property line
- 4) Maximum footage: 450 sq. ft. (for properties less than 1 acre)
- 5) Fee:
  - a) Less than 144 sq. ft. - \$10.00
  - b) 144 sq. ft. to 450 sq. ft.- \$25.00
- 6) A Summit County Building Permit is needed for Accessory Buildings 144 sq. ft. or larger

### **Decks/Porches**

- 1) Permit required
- 2) Offset
  - a) 10 feet from side yard property boundary
  - b) 25 feet from rear property boundary
- 3) Fee: \$25
- 4) Summit County Building Permit required (After Township Permit approval)

### **Fences**

- 1) Permit required
- 2) Must be 3 feet from the property line
- 3) Fee: \$15.00

### **Garages**

- 1) Permit required
- 2) Only one per property
- 3) Maximum footage: 800 sq. ft.
- 4) Fee:
  - a) Up to 320 sq.ft. - \$15
  - b) 320 sq. ft to 520 sq. ft. - \$25
  - c) 520 sq. ft. to 800 sq. ft. - \$35
- 5) Summit County Building Permit required (After Township Permit approval)

### **Home Additions**

- 1) Permit required
- 2) Usually a minimum fee of \$25.00 - based on square footage
- 3) Summit County Building Permit required (After Township Permit approval)

### **New Driveways/Reconstructed Driveways**

- 1) Permit required
- 2) Offset - 3 feet from the property line for all new driveways
- 3) Fee:
  - a) \$15.00 – driveway
  - b) \$2000.00 bond required if work is in the right-of-way.  
Refunded upon approved completed work.

### **Occupancy Permit (Commercial only)**

- 1) Occupancy Permit required of all commercial businesses prior to opening
- 2) Fire Inspection required (Contact Fire Inspector at 330.467.7410)
- 3) Fee:
  - a) Occupancy Permit: \$15.00
  - b) Fire Inspection: \$25.00

### **Patios**

- 1) Permit required
- 2) Fee: \$25.00
- 3) Enclosure: \$25.00
- 4) Summit County Building Permit required if over 200 sq. ft.  
(After Township Permit approval)

### **Pools**

- 1) Permit required
- 2) Above ground - Fee: \$10.00
- 3) In ground - Fee: \$20.00
- 4) Requires a Fence Permit (fence required on all pools less than 4 feet in height)

### **Recreational Vehicles**

- 1) Permit required
- 2) One vehicle allowed per property
- 4) The vehicle is permitted only in the rear or side yard behind the front building line, on a paved or gravel surface, and adequately screened from view

### **Signs**

- 1) Permit required
- 2) Temporary signs permitted twice a year
  - a) 30 days maximum for each instance
  - b) Fee: \$165.00 (\$150.00 refundable upon submission of written request)
- 3) Commercial free-standing signs:
  - a) Maximum sign area: 32 sq. ft.
  - b) Maximum height: 6 ft.
- 4) Political Signs & Real Estate Signs
  - a) Permit required
  - b) Sign is to be removed within seven (7) days after the event