Boston Township

Zoning Department

1775 Main St PO Box 123, Peninsula, OH 44264 • (330) 657-2059

APPLICATION REQUIREMENTS

New or Change of Commercial Use

Based on the Boston Township Zoning Resolution, Rev. March 5, 2025 • Printed November 20, 2026

A new business use, a change from one use to another, or a new owner or operator of a commercial property.

WHO DECIDES

☐ In B-C, SRB and EAD, both boards on the site plan (below), then the Zoning Inspector issues the permit.	**§711.1, §803.01, §902(b)**
☐ A change of use in a residential district: site plan review by the Zoning Commission, or by both boards where the use is conditional.	**§803.01, §803.02**
☐ A use on no district list needs the Board of Zoning Appeals' similar-use determination first.	**§906.01(a)(8)**

EVERY ZONING PERMIT APPLICATION

☐ File with the Township Zoning Clerk before any work begins. Work begun first adds a penalty of 50% of the permit fee, and building or using land without a permit is a misdemeanor of up to $500 for each day it continues.	**§902(a), §902.01, §905, §905.03**
☐ A completed, signed application: applicant name, address and telephone; legal description; site address; existing use; proposed use(s); zoning district; building height; number of dwelling units. Signed by the owner, or by an agent with the owner's written authority.	**§902.01(a)–(f), (h), (i)**
☐ Plans drawn to scale, showing the lot's actual dimensions and shape, the existing buildings, the proposed building or alteration, and the required yard and setback lines.	**§902.01(g)**
☐ 3 full-size and 5 half-size copies of the drawings, plus a digital copy. Every application files the same set.	**Township submission standard (in place of the copy counts in §902.01(g), §803.05 and §1002)**
☐ A copy of the deed or legal description.	**§902.01(b)**

☐ The fee from the Township fee schedule. No action is taken until every fee is paid, so the review time does not start before then.	**§904**
☐ Land within 300 feet of the centerline of a certified state highway project, or 500 feet of its intersection with a public road: the Inspector notifies the Ohio Director of Transportation and may not issue for 120 days unless cleared sooner.	**§902.03**

WHAT TO FILE FOR THIS TYPE

☐ A detailed narrative of the use, citing the section that lists it, for review against the site plan review guidelines.	**§804**
☐ Leased square footage, and full- and part-time employees.	**§902.01(e)**
☐ A parking plan: property lines, spaces, drives and circulation.	**§1100**
☐ Valley Fire District approval, as part of the Business Use Certificate.	**Valley Fire District (no Resolution section)**

SEWAGE DISPOSAL APPROVAL

☐ Evidence that the responsible Health Authority has approved the sewage disposal for the use. No permit may issue without it. Give the system (public sewer or on-site), its design flow in gallons per day, the approving agency and the permit number.	**§902(c)**
☐ Summit County Public Health approves household systems serving one to three dwellings, and small flow on-site systems of 1,000 gallons per day or less that do not discharge.	**ORC Chapter 3718; OAC 3701-29**
☐ Ohio EPA approves any system with a design flow over 1,000 gallons per day, and any system discharging to waters of the State: a permit to install, plus an NPDES permit for a discharge. Start early, because its review takes longer.	**OAC 3745-42; ORC 6111, 6111.03**
☐ Where the use connects to a public sewer: the sewer authority's written approval of the connection.	**§902(c)**

IN THE B-C, SRB AND EAD DISTRICTS: SITE PLAN REVIEW BY BOTH BOARDS

☐ In the Business Corridor (B-C), Seasons Road Business (SRB) and Economic Activity (EAD) districts the application goes to both boards as a site plan review, first the Zoning Commission and then the Board of Zoning Appeals. The permit issues on their written approval. The sections name B-C; the township applies the same review to SRB and EAD.	**§711.1, §803.01, §803.02, §902(b)**

☐ Site plan: the standard 3 full-size and 5 half-size copies plus a digital copy, at a scale of at least 1 inch = 20 feet, sealed by an Ohio-licensed engineer, landscape architect or surveyor, showing everything §803.05 lists, including topography at 2-foot intervals, drainage, buildings with their dimensions, heights, floor area and stories, parking, lighting, landscaping, utilities, septic and well locations, and neighboring features to 300 feet.	**§803.05; copy count per Township submission standard**
☐ Architectural drawings of every existing and proposed building: front, side and rear elevations, enough to give a clear understanding of the proposal. A site plan alone is not enough.	**§803.05(k)**
☐ A landscape plan and a photometric (lighting) plan. Light at a property line may not exceed 0.5 foot-candles.	**§709, §710, §710.02**
☐ File at least two weeks before a Zoning Commission meeting (advised). The Commission mails notice to owners within 500 feet at least 10 days before its meeting.	**§803.01, §803.02**
☐ The Zoning Commission acts within 30 days of its first meeting after the site plan is filed, extendable by 60 days. The Inspector's 30 days do not run while site plan review is pending.	**§803.03, §902.02**
☐ Expert review is at the applicant's cost; the funds go into escrow with the Trustees at the Board of Zoning Appeals' request. A performance guarantee for up to two years may be required, nothing may be occupied until the site plan improvements are complete, and any departure from the approved plan needs the Board's approval of revised plans.	**§805, §806, §807**

AFTER THE PERMIT ISSUES

☐ Tell the Zoning Inspector within 5 days after construction starts. The Inspector visits within 5 days of that notice.	**§902.04**
☐ The permit lasts six months and expires then unless the footer or base is complete; it also expires if work stops for six months. One six-month extension, if asked for before it expires and the fee is paid within 15 days.	**§902.05**
☐ A refusal is in writing with its reasons, and may be appealed to the Board of Zoning Appeals within 20 days. A permit issued contrary to the Resolution or on false information may be revoked.	**§902.02, §907.01, §905.02**

CERTIFICATE OF APPROPRIATENESS (OCCUPANCY)

☐	A Certificate of Appropriateness (the §903 occupancy permit) before the business opens, on any full or partial change of use, and whenever a commercial property changes owner or operator. The new operator brings the previous permit and goes through the same inspections as a new use.	**§903(b)–(e), §903.01**
☐	Nothing may be occupied until the site plan improvements are complete.	**§806**

Each line names the section of the Zoning Resolution it rests on, or the outside agency where the requirement is not the township's. This sheet summarizes; the Resolution governs. Ask the Zoning Inspector which items apply to your project — (330) 657-2059.