Boston Township

Zoning Department

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

APPLICATION REQUIREMENTS

Conditional Use Permit

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

A use the district lists as conditionally permitted. It is never allowed by right, and is decided at a public hearing.

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**

CONDITIONAL USE: ZONING COMMISSION, THEN BOARD OF ZONING APPEALS

☐ The Board of Zoning Appeals grants or denies the conditional zoning permit, after the Zoning Commission's recommendation.	**§800.01, §800.03, §906.01(a)(3)**
☐ File: the application signed by the owner or the owner's agent, with the legal description, existing use, zoning district and proposed use; a site plan meeting §803.05, with front, side and rear elevations of the buildings (§803.05(k)); a narrative on the effect on neighbors and compatibility; the names and addresses of every owner within 500 feet from the Summit County Auditor's records, on gummed labels, adding any contiguous property or property directly across the street beyond 500 feet; and the non-refundable fee. The Inspector may waive items that do not apply.	**§800.02(a)–(i), §803.05(k)**
☐ File at least two weeks before a Zoning Commission meeting (advised). The Commission makes its recommendation within 45 days of its first meeting on the application.	**§800.03, §803.02**
☐ The Board holds a public hearing within 45 days of the recommendation, with newspaper notice, and notice mailed at least 10 days beforehand to the owners of all property within 500 feet and of contiguous property and property directly across the street, even beyond 500 feet (Township ruling on "adjacent"). In the Village Residential districts the National Park Service is offered review.	**§800.04, §800.05**
☐ The Board decides within 30 days of the hearing. Both boards test the use against seven standards: listed as conditional in the district; in harmony with the area; not hazardous or disturbing to neighbors; adequately served by roads, police, fire, drainage, refuse, water, sewer and schools; no excessive public cost; not detrimental through traffic, noise, smoke, fumes or odors; access that does not interfere with traffic.	**§800.06, §801(a)–(g)**
☐ Some uses carry extra standards of their own (home occupations, filling stations, auto sales, kennels and others).	**§802**
☐ The applicant signs the permit and its conditions. Breaching a condition voids the permit and is a zoning violation.	**§800.06**
☐ The permit is void after one year unless the use has begun and 15% of the work is done. A one-year extension must be asked for at least 15 days before it expires, and any change to the conditions needs a new application and hearing.	**§800.08, §800.09**
☐ A denied application may not be filed again for one year.	**§800.07**

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 CONDITIONAL PERMIT

☐ The work still needs its zoning permit, which the Inspector issues on the Board's written order.	**§902(b)**

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**

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.