



**Howland Township
Business Use
Certification**
(Zoning Compliance Certification)

Certificate Number:	
Receipt Number:	
BZA Case Number:	

Dear Business Owner,

Welcome to Howland Township. I am confident that you will find our community a great place to live, work, and conduct business. A list of additional information about our services and activities can be found on our township website at www.HowlandTownship.org.

As a new business moving into the Township, there are a few things you should know. Before occupying any business space within Howland Township, a new business is required to apply to Howland Township Zoning for a new business use certification. Additionally, the Howland Fire Department must be contacted at (330) 856-5022 or email fire.inspection@howlandtownship.org to schedule an initial fire inspection.

If you have any questions, please contact the zoning office at (330) 856-5223 or by email at zoning@howlandtownship.org. Please upload this form with the formal application that is located at Howland Townships online application portal. <https://howland.portal.iworq.net/portalhome/howland>

Occupant/Applicant Information

Applicant Name:	
Business Name:	
Business Address:	Suite #:
Business Owner(s):	
Telephone:	Email:
Building Owner:	Owner Telephone:
Building Owner Address:	

Description of Proposed Business Use

Name of Business:
Square footage of space dedicated to use:

List of goods to be sold:

List of services to be offered:

The maximum number of employees on premises at any one time:

Describe any aspect of the business use that would involve the outside storage, display, or sale of anything connected with the business use. Please note that outdoor storage is permitted in the C – Commercial and I-Industrial Zoning Districts. Further, outdoor storage is permitted in the Corridor Review District 2 (CRD-2), but the product must be completely shielded from public view.

Describe any unusual aspect or hazards of the business use:

Will there be any changes to the landscaping? Yes* No *If yes, a plan review is required

Will there be any changes to the parking area? Yes* No *If yes, a plan review is required

Will there be any changes to the building exterior? Yes* No *If yes, a plan review is required

Will there be any other site changes? Yes* No *If yes, please describe below:

Will there be any changes to the signage? Yes* No *If yes, a sign permit is required, **even if replacing sign face.**

Corner lot: Yes* No * Ground-mounted signs on corner lots must meet both front setbacks.

Shopping Center or Multiple Occupancy Building: Yes* No

*Center/Plaza/Building Name:

Days and hours of operation:

_____ through _____; _____ to _____ and
_____ through _____; _____ to _____



Howland Township Fire Department

169 Niles Cortland Road N.E. Warren, Ohio 44484 Phone 330-856-5022 FAX 330-609-9977

Business Contact Form

Business Name:		Date:	
Address:		Suite:	
City:		State:	
Phone:		Fax:	
Primary Contact:		Phone:	
Email:			
Secondary Contact:		Phone:	
Email:			
Additional Contacts:			
Property Information			
Business Owner Address:		Phone:	
Email:		Business Insurance:	
Building Owner:		Address:	
Phone:		Email:	
Alarm Information			
Do you have an Alarm? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Alarm: <input type="checkbox"/> Fire <input type="checkbox"/> Burglar <input type="checkbox"/> Fire & Burglar		
Alarm Company:		Phone:	
Special Information			
Do you have a Knox Box? <input type="checkbox"/> Yes <input type="checkbox"/> No	Location: <input type="text"/>		
Owned By:			
Special Hazards:			
Office Use Only			
Notes:			

“Safely Protecting Lives and Property”

Applicant Certification By initializing, the applicant has read, understands, and agrees to the following:

	Right of Revocation. It is understood and agreed to by this applicant that any error, omission, misstatement, misrepresentation of material fact, with or without intent, such as might and/or would cause a refusal of this application, or any material alteration in the accompanying plans made subsequent to the issuance of a Zoning Certificate without required approval, shall constitute sufficient grounds for the revocation of such certificate. Additionally, violation of any part of this application as initialed, signed, and agreed to by the applicant shall be considered grounds for revocation.
	The applicant shall allow the Zoning Administrator access to the property for on-site inspection(s).

	It is understood that the <i>Ohio Revised Code</i> addresses advertising on public highways (<i>O.R.C §5589.33</i>) and states "... no person shall place within the right-of-way or affix any sign, poster, or advertisement to any tree or utility pole within the right-of-way of any public highway outside of municipal corporations. No person, organization, corporation, or group shall place within the limits of the right-of-way any object as determined by the department of transportation to obscure sight distance."
	The zoning certificate shall become null and void one year after the date of issuance unless construction or alteration of the structure has commenced or two (2) years after the date of issuance unless the structure or alteration is completed.

I/We, the undersigned, represent all matters pertaining to the processing of this application. The information contained in this application, including attachments, is in all respect true and correct to the best of my knowledge and belief.

Owner(s)/Applicant Signature: _____ **Date** _____

DETERMINATION (for Office Use ONLY)

Zoning District:	R-1	R-2	RA-1	RA-2	PUD	R-CH	CRD-1	CRD-2	CRD-OI	C	I
BZA	File #:			<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions			<input type="checkbox"/> Denied			
ZC	File #:			<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions			<input type="checkbox"/> Denied			
Zoning Certificate:			<input type="checkbox"/> Approved			<input type="checkbox"/> Denied					
Notes of approval/Reason for denial:											
Fee:	Business Use Certification \$25.00										
Total Fee Due \$	_____ (make check payable to Howland Township Trustees)										
Date sent to Fire Department:											