

The City of Streetsboro Planning and Zoning Department

RESIDENTIAL BUILDING ADDITION

Zoning Certificate Application Requirements

A Zoning Certificate is required prior to constructing an expansion on any building or structure. This Zoning Certificate will not be issued until it has been determined that all buildings, structures and uses are in accordance with all Planning and Zoning regulations. After securing this zoning certificate, you must apply for and obtain all required building permits from the Building Department.

Online Application Instructions

1. Navigate to the [Planning and Zoning Department's Applications webpage](#) and select the blue Zoning Applications box at the bottom of the page to access the [CitizenServe portal](#)
2. Under the Planning and Zoning section select "Apply for a Planning and Zoning Approval"
3. Log in using your username and password *or* register to create a new CitizenServe account
4. For Project Type, select "**Addition/Attached garage - Zoning Certificate**"
5. Ensure all required and optional remaining fields are completed as accurately as possible
6. Attach required Submittal Documents:
 - a. Site Plan
 - b. Rendering/elevation of the addition
7. Complete digital Applicant Signature
8. The application fee is \$50.00. Staff will enable online payment after completing the intake process by setting the status of your application to approved for payment

Zoning Requirements

Refer to the relevant sections of [Chapter 11 of the CODIFIED ORDINANCES OF THE CITY OF STREETSBORO OHIO](#) for the zoning district of the property. The [Zoning District map](#) can be found from the City's website. Please ensure that you access the Zoning Code and Zoning Map solely through the official website of the [City of Streetsboro](#), or from the links provided on this document. The Planning and Zoning Department is not responsible for separate/additional requirements or approval processes of applicable homeowner associations.

Submittal Checklist

- Site Plan
 - Property Boundaries
 - Existing Building(s)
 - Location and dimensions of proposed addition
 - Distance of addition from property line(s)
 - Existing/proposed easements, setbacks, and/or riparian/wetland areas (as known)
- Rendering/Elevation of addition
 - Style
 - Material(s)
 - Color(s)
 - Dimensions
 - Height
 - Width
 - Length

Questions? Contact Angella Fausset, Planning & Zoning Clerk at (330) 422-2098 or afausset@cityofstreetsboro.com