



# City of Streetsboro Planning & Zoning Department

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## Zoning Certificate Application Requirements

# RESIDENTIAL BUILDING ADDITION

## Online Application Instructions

1. Navigate to the Planning and Zoning Applications webpage and select the CitizenServe box
2. Under the Planning and Zoning section select "Apply for Zoning Approval"
3. Log in using your username and password or Register to create a new CitizenServe account
4. For Project Type, select "Zoning Certificate Application"
5. For Project Subtype, select "Addition/Accessory"
6. Ensure all required and optional remaining fields are completed as accurately as possible
7. Attach required Submittal Documents:
  - a. Site Plan
  - b. Rendering/Elevation of the addition
8. Complete digital Applicant Signature
9. Application will be approved for payment once Staff has completed the intake process.

## Zoning Requirements

Please refer to the appropriate Zoning District for your property, Chapter 11 of the CODIFIED ORDINANCES OF THE CITY OF STREETSBORO OHIO. Access the Zoning Code and Zoning Map [only](#) through the City of Streetsboro website, [www.cityofstreetsboro.com](http://www.cityofstreetsboro.com), do not search via Google or other search engines. 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 of proposed addition
  - Distance of addition from property line(s), accessory buildings, pool, etc.
  - 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](mailto:afausset@cityofstreetsboro.com)