



Non-Residential Development Fact Sheet

This fact sheet provides the framework for developing non-residential property in Howland Township and is applicable in all non-residential zoning districts, including CRD-OI, CRD-1, CRD-2, HC, C, and I.

Applicability: A zoning review and permit are required under the following circumstances:

- ✓ New building construction or building floor area expansion
- ✓ Exterior modifications to an existing building
- ✓ New parking lot or expansion of existing
- ✓ New or expanded outdoor storage or display area
- ✓ New or expanded drive-through facility
- ✓ Resurfacing of any part of the exterior of a structure, including but not limited to the roof or walls of a building or parts of a fence, wall, enclosure, or sign
- ✓ Repainting or refinishing any part of the exterior of a structure where new materials or colors are used
- ✓ Installation of new landscaping, other than replacement of previously approved landscaping
- ✓ Installation of solar or wind facilities
- ✓ New signage or modifications to existing signs
- ✓ New tenant or business that occupies an existing building.

It is a good idea to verify the correct zoning of a property to determine whether the intended use is permitted. Section 5 of the Zoning Resolution outlines what is permitted in each non-residential zoning district.

Pre-Application: A pre-application meeting is required between the developer (property owner, engineer, architect) and the Township. At the pre-

opportunity to discuss development standards and the review process with staff.

Plan Submittal: For formal submission, you must file an application at www.howlandtownship.org. Select “Apply for a Permit” and then choose “*Non-Residential Zoning Permit Application.*”

Non-Residential Zoning Permit Application

[Click Here To Apply](#)



Plans can be uploaded when completing the online application. Large electronic files can be shared with the township outside of the online application portal. The contents of an Application can be found in Section 5.6 of the Resolution. They are also attached to this fact sheet. Depending on the scope of the project, some application contents may not be needed because they are not applicable.

Site plans must be signed and stamped by a licensed professional engineer or architect. When the project involves the Township reviewing the site's stormwater management plans and calculations, a \$2,000 fee is required upfront.

Plan Review: Once plans are submitted, allow 30 days for Township staff and the Township engineer to review the plans and return comments.

Once the plans have been approved and a zoning permit issued, a preconstruction meeting will be required for all new construction or projects involving major modifications. A stormwater management operation and maintenance agreement is required for new or modified stormwater infrastructure. The

Township has a template agreement that can be used.

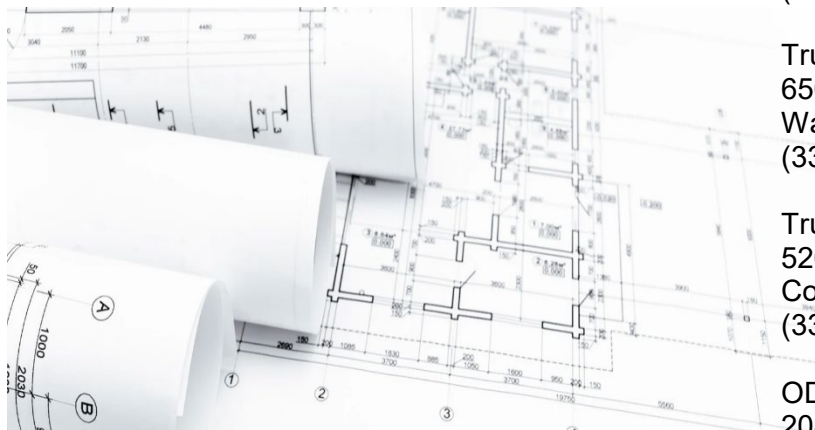
Fees: The fee for non-residential development projects is \$6 for every \$1,000 in project valuation, on top of the \$2,000 stormwater review fee.

Project Inspection: Expect Township staff to inspect the project from time to time to ensure compliance. The developer or contractor is expected to call the office and arrange for a site inspection when:

- ✓ The footprint of the building and parking area is staked to verify setbacks
- ✓ Prior to backfilling any underground stormwater infrastructure
- ✓ As-built plans are submitted to arrange final inspection

Please consult with Township staff prior to deviating from the approved plans. Unapproved plan deviations can cause work slowdowns or stoppages.

Howland Township offers a transparent zoning and permitting system for non-residential development. To avoid delays, engage early with the Planning & Zoning Department, understand your zoning district's requirements, and use the available fact sheets.



05 Niles-Cortland Road
Warren, Ohio 44484
Appointments scheduled Monday – Friday 8:30 AM to 4:30 PM

Dan Morgan, Zoning Administrator
(330) 856-5223
dmorgan@howlandtownship.org

Kim Mascarella, Planning Director
(330) 856-3461
kmascarella@howlandtownship.org

Or
Zoning@howlandtownship.org

Other Contacts:

Howland Fire Department
169 Niles Cortland Road
Warren, OH 44484
(330) 856-5022

Trumbull County Building Inspection
159 East Market St., Suite 100
Warren, OH 44481
(330) 675-2467

Trumbull County Sanitary Engineers Office
842 Youngstown Kingsville Road
Vienna, OH 44473
(330) 675-2775

Trumbull County Engineers
650 North River Road
Warren, OH 44483
(330) 675-2640

Trumbull Soil & Water Conservation District
520 W. Main
Cortland, OH 44410
(330) 675-2056

ODOT – District 4
2088 S. Arlington Road
Akron, OH 44306
(330) 786-3100

Contact information:

Howland Township Planning and Zoning

HOWLAND ZONING RESOLUTION SECTION 5.6 APPLICATION CONTENTS

The applicant shall file one (1) original set of signed and stamped complete development plans with the Zoning Administrator and one (1) digital set of complete signed and stamped development plans. The following information shall be provided and shall constitute the development plan. (The information required for the Site development plan, Landscaping and buffer plan, and Lighting plan may be presented on a single drawing provided information is legible.)

A. General Information.

1. A written description of the proposed development including the total number of structures, units, bedrooms, offices, total and useable floor area, parking spaces, employees by shift, and similar related project-specific information.
2. Project completion schedule/development phases.
3. Name and address of the engineer, architect, and/or surveyor. Plans must be signed and stamped by a registered surveyor, engineer, and/or architect.
4. Vicinity Map. A map drawn at a scale of 1" = 2,000' with north arrow and scale.
5. Date of original submittal and last revision.

B. Existing Conditions Map. A map, drawn to a scale acceptable to the Township showing existing conditions on the subject site and on lots adjacent to the site to a distance at least 100 feet from the boundaries of the site, including but not limited to.

1. Lot Information. Locations, dimensions and legal descriptions of.
 - a. Existing property lines;
 - b. Setback lines as required by this Zoning Resolution;
 - c. Monuments;
 - d. Public and private easements of record; and,
 - e. North arrow and map scale.
2. Topography and Natural Features including.
 - a. Existing topographic elevations in two-foot intervals;
 - b. Identification of steep slopes 15% or greater;
 - c. Location and elevations of existing watercourses and water bodies, including natural and/or manmade surface drainage ways, storm water controls, 100 year floodplain boundaries, riparian setback boundaries as required by this Zoning Resolution, and wetlands. A wetland delineation may be required;
 - d. Existing major vegetation, including all trees, 4" caliper or greater; and,
 - e. Other notable natural or man-made features.
3. Existing structures. Existing buildings and other structures including but not limited to signs, fences, and existing structures to be demolished. Apply for demolition permit as required by Howland Township.
4. Vehicular and pedestrian facilities including.
 - a. Location and design of existing drives, parking areas (indicate all spaces), loading and unloading areas, curbing, fire lanes, and curb cuts;
 - b. Location of existing public and private roads, and rights-of-way; and,
 - c. Public or private pedestrian routes, sidewalks, bike ways, barrier-free access.
5. Utilities. Location of all utilities on site, including but not limited to.
 - a. Natural gas, electric, cable, telephone and associated easements;
 - b. Water supply lines and/or wells including fire hydrants and shut off valves;
 - c. Location and design of storm sewers, retention or detention ponds; and,
 - d. Waste water lines, clean out locations, connection points, and treatment systems including septic system if applicable.

C. Site Development Plan. A plan of the site, drawn to a scale acceptable to the Township, indicating the location(s) of all proposed site development features, and all existing site features to remain, including but not limited to.

1. Lot Information. Locations, dimensions and legal descriptions, as proposed or existing to remain,
 - a. Gross and net acreage of all parcels in the project;
 - b. Property lines and public right-of-ways;
 - c. Public and private easements; and,
 - d. North arrow and scale.
2. Proposed Topography and Natural Features. As proposed or existing to remain.
 - a. Topographic elevations in two foot intervals;
 - b. Identification of steep slopes 15% or greater; and,
 - c. Location and elevations of watercourses and water bodies, including natural and/or manmade surface drainage ways, storm water controls, 100-year floodplain boundary, riparian setback boundary, and if present, wetlands and their setback boundary, if any.
3. Proposed Structures. As proposed or existing to remain.
 - a. All structure(s), intended uses, dimensions, area (total and by floor) and height of each building;
 - b. All accessory structures including but not limited to signs and fences;
 - c. Required setback lines (zoning and riparian);
 - d. Proposed setbacks for all structures, parking, and signs;
 - e. Location of outdoor storage areas and screening treatments; and
 - f. Location and specifications for proposed above or below-ground storage facilities for any chemicals, salts, flammable materials, or hazardous materials, as well as any containment structures or clear zones required by other government authorities.
4. Proposed Vehicular and Pedestrian Facilities. As proposed or existing to remain.
 - a. Location and design of drives, parking areas (including spaces and drive aisles), loading and unloading areas, curbing, barrier-free access, fire lanes, and curb cuts;
 - b. Location of access easements, acceleration, deceleration, and passing lanes, if any, serving the development;
 - c. Points of ingress and egress;
 - d. Pedestrian circulation links with associated pavement markings and surface material type; and,
 - e. Other site features required by [Section 11 Parking Facilities](#) of this Resolution.
5. Proposed Utilities including.
 - a. Natural gas, electric, cable, telephone and associated easements;
 - b. Location of proposed water supply lines and/or wells including fire hydrants and shut off valves;
 - c. Location and design of storm sewers, retention or detention ponds; and,
 - d. waste water lines, clean out locations, connection points, and treatment systems including septic system if applicable;

6. Site Information Summary Table. Include a summary table on the Site Development Plan. See example below.

SITE INFORMATION	REQUIRED (example only)	PROPOSED (SHOWN)
Zoning District	N/A	CRD-1

Lot Size (acres & sq. feet)	N/A	1.0 acre (43,560 sq. ft.)
Street Frontage	N/A	100 ft. (North River Road)
Landscaping - Shrubs 18" - 24" or larger	1/4 feet of frontage @ 100 ft.	25
Landscaping - Trees 1.5 caliper inches or larger	1/10 feet of frontage @ 100 ft.	15
Building Size	Minimum 1,200 sq. ft.	5,000 sq. ft.
	Maximum 10,000 sq. ft.	
Building Coverage	Maximum 25% of Lot	11.48%
Parking	1/100 @ 5,000 sq. ft. = 50	40 (variance required)
Impervious Surface Coverage (building, pavements, parking, drives, sidewalks)	Maximum 75% of Lot	48.28%
Green Space provided	Minimum 25% of Lot	51.72%
Front Building Setback (2 on corner lot)	40 feet	40 feet
Side Building Setbacks/Direction	20 feet	20 feet/west
	20 feet	20 feet/east
Rear Building Setback	30 feet	35 feet
Front Parking Setback	30 feet	33 feet
Side Parking Setbacks/Direction	10 feet (except cross-access)	10 feet/west (one cross-access)
	10 feet (except cross-access)	10 feet/east
Rear Parking Setback	20 feet	25 feet
Building Height	35 feet	23.5 feet

D. Landscaping and Buffer Plan. Landscaping and buffer drawing and information shall be provided including but not limited to the following.

1. Base information shall include locations of existing and proposed.
 - a. Property lines and public rights-of-way;
 - b. Building outlines;
 - c. Parking area and loading/unloading areas; and,
 - d. North arrow and scale.
2. Plants and planting areas. Proposed and existing to remain plants and planting areas.
 - a. Location and specifications of proposed façade, perimeter and internal landscaping, and other buffering features to be shown on plan using architectural symbols with a legend;
 - b. For each proposed landscape material, the proposed size (caliper inches) and height at the time of planting and approximate size at the time of maturity must be indicated;
 - c. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location, or range of sizes as appropriate; and,
 - d. Include any calculations. Provide the common and full scientific name of all planting materials.
3. Screening and buffering. Location, elevation views, size, and specifications for screening of all trash receptacles, waste disposal facilities, bulkheads, docks, air conditioners, generators, alternative energy systems and the method of screening where applicable.
4. Miscellaneous Structures. Indicate locations, elevations, heights, and materials for proposed wall and/or ground-mounted signs, flagpoles, berms, walls, fences, other screening features, and any other above-ground structures.
5. Utility service lines. Indicated utility locations including irrigation system if applicable.

E. Lighting and Sign Plan

1. Base information shall include locations of existing and proposed.
 - a. Property lines and public rights-of-way;
 - b. Building outlines, signs;
 - c. Parking area and loading/unloading areas; and,

- d. North arrow and scale.
 2. Lighting. Indicate locations and specifications for all exterior lighting fixtures including but not limited to.
 - a. Types of units, lamps or wattage, location of lights and mounting heights, color of poles and fixture;
 - b. An iso-foot-candle plan that shows typical foot-candle levels measured at grade across the site. A point photometric plan is required for major site plans; and,
 - c. Cross sections of all lighted perimeter areas immediately adjacent to existing residential properties indicating how exterior lighting will be designed to limit spillover light and control off-site glare.
- F. Elevation Drawings and Material Samples.**
1. Elevations drawn to a scale acceptable to the Township illustrating all front, rear, and side views of each structure and sign.
 2. Full-color architectural elevations of the building façade and proposed building materials; and
 3. Samples of building materials and colors (roof, facade, trim, etc.) shall be provided.
- G. Storm Water Pollution Prevention Plan (SWP3).** Three copies of a Storm Water Pollution Prevention Plan (SWP3) shall be prepared with the same essential components and requirements as required by the Ohio Environmental Protection Agency (OEPA). Approval of the SWP3 by the Trumbull SWCD is required before issuing a Zoning Certificate.
- H. Storm Water Management Plan.** Submit a Storm Water Management Plan, consistent with the requirements of Howland Township Resolutions. Approval of the stormwater management plan by the Township Engineer is required before issuing a Zoning Certificate.
- I. Traffic Impact Analysis.**
1. The applicant shall provide information documenting the projected traffic impacts of the proposed new or expanded use of the site and for any change in ingress or egress to public roads. An analysis of each use shall be completed to determine the impact the proposed use will have on the existing public roadway system. The analysis will identify how any effect can be mitigated.–Where a new or expanded use is proposed that will increase trip generation of the site, the applicant shall provide an estimate of the number of trips to be generated in a peak hour. Trip generations shall be made using the most current edition of the Institute of Traffic Engineer's Trip Generation Manual.
 2. The Township may require review of traffic impact information by the Township Engineer at a cost to the applicant. Additional information and analysis may be needed at a cost to the applicant if determined necessary by the Township Engineer to ensure safe and efficient ingress to the site, and egress to public roads, and/or design of on-site and off-site vehicular improvements.
- J. Expenses.** The applicant shall be responsible for the expenses incurred by the Township in reviewing the plan or any modifications to the plan. Such expenses may include, but are not limited to items such as the cost of engineering, planning, architectural, and legal services in connection with reviewing the plan and prepared reports, the publication and mailing of public notice in connection herewith, and any other reasonable expenses directly attributable to the application process.