

Zoning permit applications for permits are accepted electronically by clicking on the citizen's portal link, <https://jacksontwp.portal.iworq.net/portalhome/jacksontwp>, that can be found on the zoning department page of our website. Everyone is encourage to utilize this link when submitting an application because it not only eliminates trips to the office but also allows the zoning department to process the permit more efficiently.

When submitting electronically it allows you to upload any required documentation such as site plans, house numbering slips, construction plans, etc.

Always remember to fill out the application correctly, upload the required documents and include your phone number and email address so you can be contacted if more information is required or to notify you of your permit request status. Once you are notified the permit is ready you can call our office and pay with a credit card over the phone and we can email the permit and receipt. If you do not want to pay with a credit card you can always pay by check.

The following zoning applications should be submitted electronically:

Residential Applications:

1. Zoning-Permit Residential Uses-This application is for all residential new construction for buildings and

structures such as new homes, additions to an existing home or accessory buildings or structures.

2. Fence Permit-This application is for a fence that is being added to the property or for a replacement fence. You do not need a permit to repair an existing fence.
3. Pool Permit-This application is for all above ground pools greater than 3 ft. in height and all in-ground pools. (Above ground pools with a wall height of less than 4 ft. and in-ground pools shall require fencing.)
4. Home Occupation-This application is for an accessory use which a profession, occupation or service activity is conducted entirely within the dwelling unit, which use is clearly incidental and secondary to the use of the dwelling. No outside employees are permitted.

Commercial Applications:

1. Commercial Zoning-New Construction and Additions-This application is for new construction of a building or additions to an existing building.
2. Commercial Permitted Use-All businesses located in Jackson Township are required to have this permit.

3. Commercial Façade Changes-This application is for changes to a façade of the building.

4. Commercial/Industrial Parking Lot Additions-This application is for utilized when a business is adding new or additional parking to an existing parking lot. A permit is not needed for repaving or restriping an existing parking lot.

5. Commercial/Industrial Interior Remodeling-This application is utilized when interior remodeling is being done to an existing building.

6. Commercial Tent Application-A business that puts up a temporary tent that is 120 sq. ft. or larger is required to obtain a temporary tent permit.

7. Conditional Use Permit-Is a permit that has been approved by the Board of Zoning Appeals for a specific use of the property.

Sign Applications:

1. Temporary Sign Permit-Any business that is permitted to display a temporary sign must obtain a temporary sign permit.

2. Permanent Sign-Any business or use that is permitted to display a permanent sign must obtain a permanent sign permit. A drawing must be submitted of the sign showing the dimensions, height, location and setbacks from property

lines. If the sign is being located on a building wall the site plan must include the wall of the building and the length of wall in which the sign will be located as well as any other existing signage on the wall.

Vendor Applications:

1. Transient/Stationary Vendor-A transient vendor permit is required for any person who opens a temporary place of business for the sale of goods or who, on the streets or while traveling about the township, sells or offers for sale goods, solicits orders for future delivery of goods or attempts to arrange an appointment for a future estimate or sales call. This includes including leaving brochures or other information on the property. The permit is valid for 90 days.

Any door to door sales and/or solicitor who represents any entity exempted from taxation under section 5709.04 of the Ohio Revised Code shall not be required to obtain a transient vendor permit.

- 2. Stationary Vendor-A permit in which any vendor selling food, drinks, clothing, or other misc. items that sets up at any one (1) fixed location per the permit issued for a period of time not to exceed 90 days.
- 3. Three Day Vendor: Any vendor selling food, drinks, clothing, or other misc. items or soliciting for the future

delivery of good and services at an event located at any one (1) fixed location per the permit issued or three (3) days or less consecutive days.

Amendment and Appeal Applications:

- 1. Board of Appeals-A BZA application is utilized for anyone wishing to apply for a variance, a conditional use permit or to appeal a decision of the zoning inspector.
- 2. Map/Text Amendment Application - This application is utilized for anyone wishing to apply for a general map amendment to their property.
- 3. PUD R-3 Supplemental Map Amendment Application - This application must be submitted in addition to the map/text amendment application for any rezone request to an R-3 PUD development.
- 4. R-4 and R-5 Supplemental Map Amendment Application- This application must be submitted in addition to the map/text amendment application for any rezone request to an R-4 or R-5 PUD development.

Zoning Complaints:

Zoning Complaints can also be submitted through the citizen’s portal link.

Weed Complaints: DO NOT USE THE CITIZENS PORTAL LINK FOR WEED COMPLAINTS AS THESE MUST BE SUBMITTED IN WRITING TO MSMITH@JACKSONTWP.COM VIA EMAIL, MAILED OR DROPPED OFF AT THE OFFICE.

ELECTRONIC SUBMISSION OF ZONING APPLICATIONS THROUGH THE JACKSON TOWNSHIP

CITIZENS PORTAL LINK

<https://jacksontwp.portal.iworq.net/portalhome/jacksontwp>



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