

# PENFIELD TOWNSHIP

[www.penfieldtownship.com](http://www.penfieldtownship.com)

## Office of the Zoning Inspector

41012 St Rt 18 Wellington, Ohio 44090

email [zoninginspector@penfieldtownship.com](mailto:zoninginspector@penfieldtownship.com) Phone 216.978.8191

## Penfield Township Permit Process

This document is designed to help you gather and submit all required information when applying for a Penfield Township Zoning Permit. If you have any questions, please contact the Zoning Inspector.

### Step 1:

You will need to obtain a Penfield Township Zoning Application, a Lorain County Public Health Property Improvement Application and a Penfield Township Zoning Fee Schedule. All the documents are located at [penfieldtownship.com](http://penfieldtownship.com) under the zoning department link. If you prefer physical copies mailed to you, please contact the Zoning Inspector.

| [www.penfieldtownship.com](http://www.penfieldtownship.com)



## Penfield Township Lorain County, Ohio

Welcome to the official website of Penfield Township

We are located at 41012 State  
Route 18 Wellington, OH 44090

Welcome. We hope you find the information you are looking for at our website. Please contact us with any questions. [Click here to download our Spring 2020 Newsletter.](#)

[Click here to view the Penfield Community Calendar.](#)

[History of Township](#)  
[Penfield High School](#)  
[Cemetery](#)  
[Community Center Info & Hall Rentals](#)  
[Elected Officials](#)  
[Meeting Minutes](#)  
[Parks](#)  
[Township Recycling/Trash Collection](#)  
[Zoning Department](#)



Step 2:

Fill out Penfield Township Zoning Application.

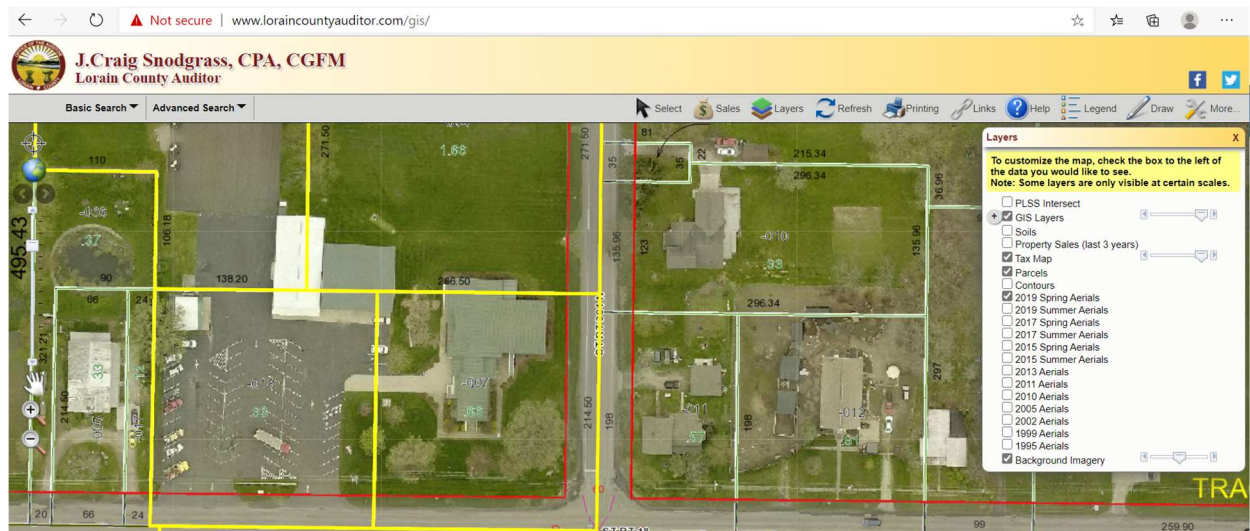
Section 1 Fill out the Land Owners name, address, telephone number and email

Section 2 List the location of the property if different than the address in Section 1.

Section 3 Current occupant of the property

Section 4 Indicate the class of work

Section 5 Provide a Plot Plan of the work. The plot plan is drawn to scale, showing the main street or road, exact dimensions and shape of the lot to be built upon. It must include the existing buildings, the location and size of the proposed change, septic systems and geothermal layouts. The Lorain County Auditor's Website has an aerial view of the properties in the county. If you look up your property on the site, you can print off a copy of the aerial view and add the required information. Make a copy of this plotplan. You will need to attach it to the Lorain County Public Health Property Improvement Application.



Section 6 Include all the dimensions of your project

Section 7 Provide the value of the project and your Parcel ID#. The parcel ID can be found on the Lorain County Auditor's Website or on your current tax bill.

Section 8 This will be filled out by the Zoning Inspector

Section 9 Add any remarks that you may have about your project

Section 10 and Section 11 will be filled out once final approval is granted. At this point, email or mail the completed application and plot plan to the Zoning Inspector for review.

Step 3:

Once the Zoning Inspector receives and reviews the information, he will contact you to let you know that you can submit the Lorain County Public Health Property Improvement Application. Please do not mail in the Lorain County Public Health Property Improvement Application before the Zoning Inspector has reviewed and approved the project. If a change is needed, it will require you to resubmit to the Public Health Department.

Step 4:

If you have a septic system on the property, you will need to obtain approval from the Lorain County Public Health Department. Please fill out the Lorain County Public Health Property Improvement Application and mail it to the address listed at the bottom of page 1 of the form. You can attach the plot Plan that you prepared for the Township Zoning Application.

Section 2: Proposed Property Changes / Additions

What type of change / addition is being proposed?

☐ Above Ground Pool    ☐ In Ground Pool    ☐ Patio/Deck    ☐ Shed /Outbuilding    ☐ Garage

☐ Home Addition (describe): \_\_\_\_\_

☐ New Bedroom (s)    Number of bedrooms currently in the home: \_\_\_\_\_

☐ Other (describe): \_\_\_\_\_

Size (dimensions) of proposed structure: \_\_\_\_\_

**Mail application to address below**

9880 South Murray Ridge Rd., Elyria, OH 44035 PHONE 440-322-6367 FAX 440-322-0911 [LorainCountyHealth.com](http://LorainCountyHealth.com)

Step 5:

Once you receive approval from the Lorain County Public Health Department, please email or mail that approval to the Zoning Inspector. This will be recorded on section 8 of the Zoning Application.

Step 6:

At this point, all the information is provided for the Zoning Permit. The Zoning Inspector will contact you to set an appointment to have you sign and date the permit and collect the applicable fees.