

# Village of Kirtland Hills

## Official Information Packet

Procedures for Applying for a Certificate of Compliance (K.H.V.Z. Sheet 1), Zoning Certificate of Compliance and Architectural Board of Review (K.H.V.Z. Sheet 2), Appealing to the Board of Zoning Appeals (K.H.V.Z. Sheet 3), Right-Of-Way Permit (K.H.V.Z. Sheet 4), and the following Chapters or Sections of the Codified Ordinances of the Village of Kirtland Hills: Chapter 311 - Street Obstructions and Special Uses, Section 509.08 - Hours of Construction, Section 521.11 - Outdoor Illumination, Chapter 911 - Right of Way Construction Regulations, Chapter 1105- Land Use Fees and Deposits, Chapter 1133 (Zoning) - Purpose and Intent, Chapter 1137 (Zoning) - Definitions, Chapter 1145 (Zoning) - Farm and Residence District, Chapter 1153 (Zoning) - Supplemental Regulations, Chapter 1161 (Zoning) - Board of Zoning Appeals, Chapter 1165 (Zoning) - Architectural Board of Review and Chapter 1173 (Zoning) - Administration and Enforcement.

It is imperative that you are fully aware of the current requirements in order to avoid costly delays and/or penalties as a result of noncompliance.

If you plan to build or remodel, notify the Village as soon as possible and be prepared to furnish all of the information required. You are urged to begin the process as early as possible.

The process for approval of building permits is as follows:

1. Obtain approval from subdivision or agent specified in deed restrictions for the property (if any).
2. Applying for Village Approval:

Anyone who wishes to (but not limited to)

- Build a house
- Add on to a house
- Add a deck
- Build an out-building or any outside structure
- Change the appearance of any building or structure
- Construct a swimming pool
- Install fencing
- Install a driveway or driveway culvert
- Construct a tennis court

must seek approval of the Village. Approval by the Village requires review and approval by the Village Architectural Consultant and the Architectural Board of Review. The Architectural Board of Review generally meets on an as needed basis, so you should make every effort to insure your submittal is complete and that you are in compliance with Village requirements so as to avoid a delay.

Installation of a driveway and/or a driveway culvert does not require approval of the Architectural Board of Review, however may require subdivision approval and subsequent approval from the Village. You may contact the Zoning Inspector for the information and you should review the procedure below (3.2(A)).

3. Application for Right-of-Way Permit K.H.V.Z. SHEET 4:

- 3.1 The applicant may obtain an Application for a Right-of-Way Permit from the Village Hall.
- 3.2 After filling out the Application the applicant must pay the Right-Of-Way Permit Fee of \$50.00 by check or cash made payable to the Village of Kirtland Hills. Once the Permit is issued, the Fee will not be refunded.
- A. Chapter 911 reads, in part, as follows: "No person except a contractor performing work pursuant to a contract with Kirtland Hills Village shall excavate within, pave, bore, or tunnel through, or otherwise disturb the lands within, along, or across the road right-of-way limits of any street, alley, or public grounds in or owned by the Village of Kirtland Hills for the purpose of installing A DRIVEWAY APRON OR DRIVEWAY CULVERT, sewer lines, water lines, gas lines, telephone or power conduit or cables or any structure, except those structures carrying overhead electric and telephone circuits, without first having obtained a permit for such work from the Village of Kirtland Hills."

4. Application for Certificate of Compliance K.H.V.Z. SHEET 1:

- 4.1 The applicant may obtain an application for Certificate of Compliance from the Village Hall.
- 4.2 After filling out the application, the applicant must submit a check or cash for \$100.00, which is a fee for the initial review of the proposed plans by the Zoning Inspector and the Zoning Application Fee. The Zoning Application Fee is not refundable. The Fee should be submitted together with four (4) copies of the K.H.V.Z. Sheets 1–4 and four (4) copies of the architectural drawings or plans (three of the four sets will be returned to you, stamped if they meet requirements) to the Zoning Inspector. The plans shall include the following documents:
- A. New Construction:
1. Site Plan  
Site plans shall be at a scale of one inch equals twenty feet (1" = 20') and shall be prepared and stamped by a registered surveyor. Site plans shall include the following:
    - All lot dimensions and bearings
    - North arrow
    - Name of adjoining right-of-way
    - Location of all proposed buildings with respect to setback from all property lines
    - Building finish floor and finish grade elevations
    - Location of all utilities and services to building
    - Existing and proposed grade elevations indicating existing and proposed drainage patterns, location, size and material of any proposed culverts and drains
    - Location and material of patios, decks, walks, driveways, walls, and fences
    - Location and species of existing trees to remain on the lot over three inch in caliper within sixty feet of proposed building excluding those on adjoining lots
  2. Building plans:  
Building plans shall be signed by the author thereof and shall include but not be limited to the following.
    - Foundation plan—prepared at a scale of ¼" = 1' and including all footings; floor construction; indication of basement, crawl, or slab areas; chimney location; stairs; furnace; hot water heater; and floor drains.
    - First and second floor plans—prepared at a scale of ¼" = 1' and including room names; room dimensions; window and door sizes; stairs; joist and beam framing.
    - Cross Section—at a scale of ¼" = 1' including foundation; walls; floors; balconies; stairs; and roof.
    - Typical Wall Section—at a scale of ¾" = 1' and including foundation wall detail; insulation; floor and roof materials; exterior grade; perimeter drains; and masonry veneer.
    - Exterior Elevations—prepared at a scale of ¼" = 1' and including floor lines; floor to floor heights; all window and door sizes and locations; roof pitch and material; vents, gutters, and downspouts; exterior siding; and exterior grade elevation.
    - Fireplace Detail—at ¾" = 1' including a section through foundation to chimney top; roof line clearance; and flashing.
    - Color Schedule—including color of siding, window frames, doors, trim, roofing, and masonry.
    - Electrical Drawings—including service entrance size and locations, all outlets, switches, light fixtures, equipment, and G.F.I. outlets.
    - Any other drawings or data as may be deemed necessary by the Zoning Inspector or Architectural Board of Review.

- B. Remodeling and Additions to Existing Structures:
1. Site Plan:  
Site plans for remodeling and additions shall be drawn to scale, but need not be stamped by a registered surveyor.
  2. Building Plan:  
Drawings, documents, and information as required in 4.2 (A-2) hereof as are applicable to the proposed work.
  3. Photographs:  
Photographs of the existing structure.
  4. Additional Data:  
Any other drawings or data as may be deemed necessary by the Zoning Inspector or the Architectural Board of Review.
- C. Plans and Specifications:  
All plans and specifications shall provide for the use of materials and design of quality and quantity equal or exceeding that required by the Regional Dwelling House Code as then amended which is incorporated by reference herein but further amended as follows:
1. Flooring:  
All sub-flooring shall be plywood only. No particle board shall be used for flooring. Plywood shall be installed in accordance with the following:
    - ½" plywood with ¾" hardwood cover
    - ½" plywood with ⅝" plywood and carpet or resilient tile
    - 1⅛" plywood for thinset ceramic tile
    - ½" plywood under 2½" concrete for mudset tile
  2. Chimneys and Hearths:
    - Masonry chimneys shall be built of solid brick or solid concrete block not less than 8 inches thick and shall be lined throughout with fireclay flue lining.
    - Minimum flue size shall be 12" x 12".
    - Masonry chimneys shall have a height to width ratio of 4:1.
    - The front edge of the hearth shall be a minimum of 20" in front of the face of the fireplace opening.
    - A 2" clearance shall be maintained between masonry and structure.
    - Chimneys on exterior walls shall be a minimum of 32" wide.
    - Prefabricated fireplace inserts shall meet ANSI and NFPA standards and shall be installed pursuant to the manufacturer's specifications.
  3. Masonry:  
There shall be no exposed exterior concrete block and no masonry return at corners of less than 8 inches.
  4. Framing:
    - All headers over windows and door openings shall be on edge.
    - All headers and rafters around skylights shall be doubled.
    - When whirlpools, spas, or tubs which are larger than a standard tub are installed, all support framing shall be doubled.
    - Roof rafters shall be on 16 inch centers with ½" plywood or ⅝" plywood on 24 inch centers.
  5. Roof Shingles:
    - Shingles on new structures shall have a Class A fire rated composition (220# or 240#—25 year).
    - Additions and re-roofing shall match existing including color and shall be Class A for asphalt, slate, or wood shakes.
    - Natural wood shakes shall be fire treated.
  6. Exterior Decks:
    - All exterior wood decks shall be constructed of pressure treated lumber or other approved decay-resistant heartwood.
    - Under all exterior wood decks there shall be provided a one layer Visqueen barrier of at least 6 mil and a minimum of 2 inch gravel cover.
  7. Air Conditioners and Humidifiers:
    - All condensate lines shall be of copper, steel, or P.V.C. plastic rigid schedule #40 and up.
  8. Venting:
    - All exhaust fans and dryer vents shall exhaust directly to the outside with rigid connections.

9. Perimeter Drains and Downspouts:
  - P.V.C. rigid and perforated pipe shall be used for footing drains and downspouts below grade.
10. Aluminum Wire:
  - Aluminum wire may be used only for service to the meter. Aluminum wire shall not be used in the house or on the house side of the meter.
11. Garage Heaters:
  - Open combustion chamber heaters shall be located 8 feet above the floor.
  - Approved enclosed combustion chamber heaters shall be located 18 inches above the floor.
12. Electrical:
  - There shall be no more than 4 G.F.I. outlets on one circuit.
13. Garage Doors:
  - Doors connecting the house to the garage shall swing into the garage.
14. Basement Windows:
  - Basement windows shall not be located higher than four inches from finished grade.
15. Rat Proofing:
  - Rat proofing shall be provided on all dwellings and structures containing habitable spaces.

4.3 The Zoning Inspector will assign an application number to the application (K.H.V.Z. Sheet 1) and will either approve or refuse the application (K.H.V.Z. Sheet 2).

A. If the Application is "refused" (K.H.V.Z. Sheet 2) by the Zoning Inspector, the applicant may then appeal the Zoning Inspector's or any other administrative official's refusal to the Board of Zoning Appeals (K.H.V.Z. Sheet 3).

1. Appeals:

An appeal to the Board of Zoning Appeals shall be made by filing with the Zoning Inspector a notice of appeal on an approved form (K.H.V.Z. Sheet 3) stating the nature of the appeal and the substantive facts giving rise to the appeal. The Zoning Inspector shall transmit to the Board all appropriate records regarding the appeal. The Board of Zoning Appeals shall give notice and schedule a hearing on the appeal in accordance with Chapter 1161. A fee shall be paid by the applicant for each appeal in accordance with the official fee schedule as adopted from time to time by the Village Council.

B. If approved, the Zoning Inspector will then:

1. Schedule or cause to be scheduled, an Architectural Board of Review meeting.
2. Keep three (3) copies of the K.H.V.Z. Sheets 1–4 for himself
3. Send one (1) copy to the Architectural Consultant with four (4) sets of plans for his review and approval.

4.4 Kirtland Hills Village will send one copy of the K.H.V.Z. Sheets 1–4 along with four (4) sets of plans to the Architectural Consultant, noted below, for review and approval.

Mr. Gifford Dyer  
 4680 Brainard Road  
 Orange Village, OH 44022

Phone: 440-248-1703

If you wish to speak to the Village's Architectural Consultant in person, please call for an appointment.

4.5 The Architectural Consultant reviews the application and plans and

A. Sends a letter to the Zoning Inspector with his comments.

B. If approved, stamps the plans and returns all sets to the Zoning Inspector with the approved application.

- 4.6 The Clerk schedules a meeting of the Architectural Board of Review to review the application. Meetings of the Architectural Board of Review are generally held on an as needed basis.
- A. The Board reviews the application and approves, denies, or makes stipulations for the applicant's consideration.
  - B. If the Architectural Board of Review denies the Application, the applicant may appeal the Architectural Board of Review's decision to Council within twenty (20) days after announced, and the decision of the Council shall be final within the municipality except that an appeal therefrom may be taken to the Court of Common Pleas of Lake County in accordance with the laws of the State of Ohio by any proper and interested party.
- 4.7 If the Architectural Board of Review approves the application/plans, the applicant must then pay a fee in the amount of five-hundred (\$500.00) incident to architectural review(s) and inspections during construction by the Zoning Inspector to determine compliance with the Zoning Code and mandates of the Architectural Board of Review. Prior to the issuance of a Certificate of Compliance, an Occupancy Deposit shall be posted with the Village in an amount equal to one dollar (\$1.00) per square foot of the total area of construction as determined by the Zoning Inspector, not to exceed three thousand dollars (\$3,000.00), but in no event less than five-hundred dollars (\$500.00) per principal structure or two-hundred dollars (\$200.00) per accessory structure. The Occupancy Deposit Fee is recorded on K.H.V.Z. Sheet 2. The Occupancy Deposit Fee is refundable upon, but not limited to, compliance with Chapter 1173 - Section 1173.02, satisfactory completion of construction, final inspection by the Lake County Building Department and the Zoning Inspector, and upon complete compliance with the Kirtland Hills Village Zoning Code.
- 4.8 The Village Clerk
- A. Deposits the Occupancy Deposit into the Zoning Deposit Fund.
  - B. Notifies the Zoning Inspector
- 4.9 Building Permit Requirements:
- A. Upon receiving the five-hundred dollar (\$500.00) fee (outlined in 4.7) and the Occupancy Deposit (outlined in 4.7), the Clerk or the Zoning Inspector will sign the K.H.V.Z. Sheet 2 and you may proceed to submit your construction plans along with K.H.V.Z. Sheets 1-4 to the Lake County Building Department for a Building Permit. Apply to:
 

Lake County Building Department  
27 Woodland Road  
Painesville, OH 44077

Phone: 440-350-2636
  - B. You will be responsible for building permit fees payable to the Lake County Building Department as set by the Lake County Building Department. Please note that compliance with Section 1173.02 (included in packet) is mandatory. Section 1173.02 reads: "Except for good cause shown, the same being within the sole discretion of the Zoning Inspector, a Certificate of Compliance shall lapse and be null and void unless construction of the proposed improvement is commenced within one hundred eighty (180) days of the issuance of the Certificate of Compliance and Occupancy Permit applied for and issued within two (2) years after issuance of the Certificate of Compliance. If construction is not commenced or completed within the time aforesaid and the Zoning Inspector has determined that good cause has not been shown, all fees and deposits shall be forfeited."
  - C. Upon receipt of your Building Permit and prior to the start of construction, a copy of the Building Permit issued by the Lake County Building Department must be filed with the Village Clerk or Zoning Inspector. Failure to file a copy of the Building Permit with the Clerk or Zoning Inspector prior to starting construction will result in a fine.
  - D. Once construction has started, the Lake County Building Department will make inspections but only at the request of the builder.
- 4.10 After construction is completed, the building shall not be occupied until the final inspection has been made by the Lake County Building Department and the Kirtland Hills Zoning Inspector. Occupancy prior to the issuance of an Occupancy Certificate will result in assessment of daily fines. Occupancy Deposits will be refunded following the issuance of the Occupancy Permit.
- A. After completion of the final inspections by the Lake County Building Department and the Village Zoning Inspector, the Zoning Inspector prepares two (2) copies of an Occupancy Permit, one (1) for himself, and one (1) which is sent to the Clerk.

- 4.11 The Village Clerk then:
- A. Makes four (4) copies of the Occupancy Permit.
  - B. Keeps one (1) copy of the Occupancy Permit for the Village's files.
  - C. Returns the Zoning Deposit within thirty (30) days with one (1) copy of the Occupancy Permit to the applicant or the contractor who originally submitted the deposit.
  - D. Sends one (1) copy of the Occupancy Permit to the applicant with a notice that the Zoning Deposit has been returned.
  - E. Sends one (1) copy of the Occupancy Permit back to the Zoning Inspector indicating that the deposit has been returned and the file closed.

4.12 Questions may be directed to the following individuals between the hours of 8:00 am-4:30 pm:

Chief Barry Hendricks	Zoning Inspector	440-974-9090
Carol Lorek	Clerk	440-974-9090
Gifford Dyer	Architectural Consultant	440-248-1703
Kirtland Hills Fax		440-255-7556

Please note that it is the responsibility of all those building homes in Kirtland Hills, as well as their architects and contractors, to make themselves aware of the requirements of the various Village Ordinances. This directive is only a summary of the permit process. You should refer to the ordinances for detailed requirements.

**Village of Kirtland Hills  
APPLICATION FOR CERTIFICATE OF COMPLIANCE  
K.H.V.Z. Sheet 1**

To the Village of Kirtland Hills:

Application is hereby made for a Certificate of Compliance to be issued on the basis of the representations contained herein, all of which applicant swears to be true.

1. Applicant: \_\_\_\_\_ (If different than Land Owner)  
 Current address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

2. Name of land owner: \_\_\_\_\_ (If different than Applicant)  
 Current address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

3. Location of land, street, or subplot: \_\_\_\_\_

4. Dimensions of land: \_\_\_\_\_ acres Road Frontage: \_\_\_\_\_ feet Rear lot line: \_\_\_\_\_ feet  
 Depth of lot (from right-of-way): \_\_\_\_\_ side \_\_\_\_\_ feet  
 \_\_\_\_\_ side \_\_\_\_\_ feet  
 Set back (130 feet minimum): \_\_\_\_\_

5. Type of house: \_\_\_\_\_ Ranch \_\_\_\_\_ Multi-level  
 Gross square footage: 1st Floor \_\_\_\_\_ 2nd Floor \_\_\_\_\_ Total \_\_\_\_\_  
 Required: Ranch: 2500 sq. ft. minimum  
 Multi-level: 1800 sq. ft. minimum (1st floor), 3000 sq. ft. minimum (total)

6. Proposed Use:  
 a) \_\_\_\_\_ New Construction \_\_\_\_\_ Remodeling  
 b) \_\_\_\_\_ Residence \_\_\_\_\_ Accessory Building  
 c) \_\_\_\_\_ Other (describe in detail below)  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Builder: Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

8. Architect/Engineer: Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ hereby acknowledges receipt of:  
 (Print Name)  
 Official Information Packet containing examples of K.H.V.Z. Sheet 1, K.H.V.Z. Sheet 2, K.H.V.Z. Sheet 3, K.H.V.Z. Sheet 4, and Chapters 311, 509.08, 521.11, 911, 1105, 1133, 1137, 1145, 1153, 1161, 1165 & 1173 of the Codified Ordinances of the Village of Kirtland Hills and represents that the foregoing Application is made pursuant to and in accordance therewith.  
 Applicant Signature: \_\_\_\_\_

ALL SHADED AREAS ON K.H.V.Z. SHEETS 1 THROUGH 4 TO BE LEFT BLANK

Date filed with Zoning Inspector: \_\_\_\_\_ Date ruled upon (within 15 days) \_\_\_\_\_  
**K.H.V. APPLICATION NO.** \_\_\_\_\_

**Village of Kirtland Hills**  
K.H.V.Z. Sheet 2

**ZONING CERTIFICATE OF COMPLIANCE**

The foregoing Application is found to be in compliance with the Ordinances of the Village of Kirtland Hills and is hereby approved.

Date approved: \_\_\_\_\_ Zoning Inspector: \_\_\_\_\_  
Occupancy Deposit Fee: \$ \_\_\_\_\_

**REFUSAL CERTIFICATE**

The foregoing Application is **NOT** found to be in compliance with the Ordinances of the Village of Kirtland Hills and is refused for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date refused: \_\_\_\_\_ Zoning Inspector: \_\_\_\_\_

**REVIEW BY ARCHITECTURAL BOARD OF REVIEW**

Date of review: \_\_\_\_\_ Decision: \_\_\_\_\_

Date Occupancy Deposit posted: \_\_\_\_\_ Clerk/Zoning Inspector: \_\_\_\_\_

**REVIEW BY ARCHITECTURAL BOARD OF REVIEW (SECONDARY)**

Date of review: \_\_\_\_\_ Decision: \_\_\_\_\_

Date Occupancy Deposit posted: \_\_\_\_\_ Clerk/Zoning Inspector: \_\_\_\_\_

**VILLAGE APPROVAL FOR BUILDING PERMIT**

Approval is hereby granted by the Village of Kirtland Hills for the Lake County Building Department to issue a Building Permit; and notice to Lake County given hereby.

\_\_\_\_\_  
Clerk/Zoning Inspector K.H.V. Application No. \_\_\_\_\_ Date \_\_\_\_\_

**Village of Kirtland Hills**  
**NOTICE OF APPEAL**  
(must be filed within ten days of refusal)  
**K.H.V.Z. Sheet 3**

I hereby appeal the above refusal to the Board of Zoning Appeals for the reason that:

- a) There was an error in the order or decision of the Zoning Inspector.
- b) An exception or variance should be made in this case because:

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\_\_\_\_\_  
Applicant  
\_\_\_\_\_  
Date

K.H.V. Application Number: \_\_\_\_\_  
Date Appeal Notice filed: \_\_\_\_\_  
Date of Hearing Advertised (at least 7 days prior to hearing): \_\_\_\_\_  
Date of Hearing: \_\_\_\_\_  
Decision of Board of Zoning Appeals: \_\_\_\_\_  
\_\_\_\_\_  
Date of Decision: \_\_\_\_\_  
Council Resolution reviewing decision of Zoning Appeals Board: \_\_\_\_\_  
Date of Resolution: \_\_\_\_\_ Resolution Number: \_\_\_\_\_  
Date of review by Architectural Board of Review: \_\_\_\_\_  
Decision of Architectural Board of Review: \_\_\_\_\_  
Date of Decision: \_\_\_\_\_

Village of Kirtland Hills

APPLICATION FOR RIGHT-OF-WAY CONSTRUCTION PERMIT

K.H.V.Z. Sheet 4

APPLICANT

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

CONTRACTOR

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

JOB LOCATION \_\_\_\_\_

TYPE OF WORK TO BE PERFORMED

Storm Sewer \_\_\_\_\_ Gas Line \_\_\_\_\_ Water Line \_\_\_\_\_

Electric Line \_\_\_\_\_ Telephone Line \_\_\_\_\_ Cable TV \_\_\_\_\_

Driveway Apron \_\_\_\_\_ Drive Culvert \_\_\_\_\_ Other \_\_\_\_\_

The Applicant is responsible for notifying Kirtland Hills Village prior to commencing work and for scheduling required inspections.

APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

This permit is granted upon the representation of the Applicant that all work will conform to the ordinances and standards of Kirtland Hills Village including the following specific requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

K.H.V. APPLICATION NO. \_\_\_\_\_

APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_

PERMIT NUMBER (If Applicable) \_\_\_\_\_

FEE \_\_\_\_\_

