

**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: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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) (Date)  
 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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