

# Village of Garretttsville

## Zoning Department

8213 High Street

Garretttsville, Ohio 44231

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Email – [zoning@garretttsville.org](mailto:zoning@garretttsville.org)

Because we are a Zoned Community, below are items you need to be aware of while planning to open a business in Garretttsville:

1. Your business and business sign must be approved by the Planning Commission and the Garretttsville Design Review Board respectively. Please obtain a copy of the ordinances which regulates the business and signs with relation to the specific zoning district you are intending to occupy. This information may be downloaded under the web site at [www.Garretttsville.org](http://www.Garretttsville.org). (Ord.), or by requesting the information from the Zoning Office.
2. A Change in Use/Change in Occupancy application, which may be obtained at the Zoning office, or on the Web Site, is required prior to opening a business. This form must be completed, signed by the proper authorities, and returned to the Zoning Office at least **10 days** prior to the next Planning Commission meeting. Planning Commission meetings are scheduled the first Thursday of every month at 7:00 pm at 8213 High Street in the Council Chambers.
3. A sign permit is required prior to erecting any sign in Garretttsville. To accomplish this, an application and regulations may also be obtained from the Zoning Office or Web Site. The application must be completed, and returned **10 days** prior to the Design Review Board meeting which also meets on the first Thursday of each month at 6:30 pm at 8213 High Street in the Council Chambers. Eleven copies of color drawings must be submitted with the application indicating the size and placement of proposed signs with relation to the size of the locations such as windows, awnings or walls where the proposed signs are to be place.
4. Businesses within the Preservation District/Central Business District may obtain a copy of ordinances from the Zoning Office or accessed on the Web Site, which contains the historic guidelines. A folder containing Garretttsville's Historic Colors to be used in the above district can be easily obtained at the Village Offices.
5. Completion of all zoning forms is the sole responsibility of the Applicant. Applications which are incorrect, incomplete or are submitted without fees or necessary attachments will not be accepted for filing and will be returned to Applicant for correction.