



COMMERCIAL & INDUSTRIAL USE CHANGES

A use change occurs whenever a new commercial or industrial business opens in an existing structure that is properly zoned for the proposed use. A use change needs to be evaluated for both zoning compliance and building/fire code compliance.

Zoning compliance is evaluated by the City's Building & Planning Department, while building & fire code compliance will need to be determined by both the City Fire Department and the Medina County Building Department.

USE CHANGE REVIEW PROCEDURE

1. Determination of Zoning Compliance.

Applicants should submit a cover letter and site plan describing the proposed new use and any site modifications that are required for the new use. The Planning Director will review the proposal and determine whether the proposal requires approval of the City Planning Commission. If Planning Commission review is not required, the applicant will be notified and will then be able to obtain a zoning certificate for the use change. If Planning Commission review is required, a zoning certificate cannot be issued until after the Commission approves the new use.

City Planning Commission review is typically *not* required when the proposed use is similar to the previous use (for instance, opening a new restaurant or food service operation in a location previously occupied by a restaurant) and no site modifications are proposed (e.g. no building addition, parking lot expansion, etc.).

Use changes where the proposed use is dissimilar to the former use (for instance, opening a retail shop at the site of a former restaurant) *may* require approval by the City Planning Commission. Each case will be evaluated by the Planning Director.

2. Determination of Building & Fire Code Compliance.

Even though a new use is found to be in compliance with the City's zoning ordinance, each new use must demonstrate compliance with the building and fire codes applicable to the proposed use.

Applicants should contact the Medina County Building Department to determine whether or not a special inspection/use change inspection is required. Applicants should also contact the City Fire Department to set up a fire safety inspection as well.

If the inspections indicate that building modifications are necessary to bring the property in compliance with building and fire codes applicable to the proposed use, the modifications will need to be completed, inspected and approved before the County Building Department will issue a certificate of occupancy for the use change.

3. Certificates of Occupancy

Two Occupancy Certificates must be obtained for use changes. The first certificate is issued by the Medina County Building Department and certifies that the structure complies with all building, fire and health code requirements. The second certificate is issued by the City of Wadsworth and certifies that the structure and use comply with building, fire, health code and city zoning requirements.