

NORTHFIELD CENTER TOWNSHIP

8484 Olde Eight Road
Northfield Center, Ohio 44067
330-467-7646

ZONING DEPARTMENT

Scott B. Peters
Zoning Inspector

2/10/26

Ross M. Delia
22 Leonard Avenue
Northfield, Ohio 44067

Parcel Number: 40-02380

Sent Certified Mail # 9589 0710 5270 3114 5429 06 & U. S. Mail

Dear Mr. Delia,

This courtesy letter is being sent to you because on the date of January 22, 2026, it was observed that a structure on your property located at 22 Leonard Avenue, Northfield Ohio 44067, was constructed without a permit. Northfield Center Zoning Resolution Section 610.01 states:

“No land shall be disturbed, no building or structure shall be erected, constructed, enlarged, structurally altered, or moved in whole or in part and no use shall be established or changed in the unincorporated area of Northfield Center Township prior to the issuance of a zoning certificate when required by this Chapter.”

Our records indicate that a permit was never obtained for this accessory structure on the property. The Applicant of the permit must provide the following:
A site plan showing dimensions of the lot: dimensions of existing and proposed buildings, setback building lines and exact locations of all structures. Heights where applicable.
Complete description of proposed project (size, footage, etc.) From this information, we would request a riparian assessment form from Summit Soil and Water. A permit fee must accompany the application. The accessory structure is also in violation of the Northfield Center Township Exterior Property Maintenance Code. Section 5.07 (Accessory Structures) states:

“All structures accessory to the dwellings, including detached garages shall be maintained, structurally sound, neatly maintained, and in good repair or shall be razed to grade level and debris removed from the premises.”

From a cosmetic point of view, the structure has mismatched materials, a coat of paint is needed, and the structural soundness of the building is also in question.

We had discussed in the past that this Accessory Structure was going to be removed from the property. After speaking with you yesterday, (February 9, 2026) no final decision has been made.

I am willing to work with you regarding the removal of the Accessory Building off the property. The weather at this time would make it difficult to remove the structure. Please provide me with a date on which the structural will be removed from the property so you will then be in compliance with our Zoning Resolution and Maintenance Code.

Appeals of Zoning Violation(s)

Pursuant to Chapter 640 of the Northfield Center Zoning Resolution, you may appeal this Notice of Violation and Order to Comply to the Northfield Center Township Board of Zoning Appeals **within 20 days of the date of this Notice of Violation and Order to Comply**. Such appeal must be in writing and set forth the grounds and reasons for the appeal and otherwise comply with the requirements set forth in Chapter 640 of the Northfield Center Township Zoning Resolution.

Appeals of Exterior Property Maintenance Code Violations

Pursuant to Section 4.10 (B) of the Northfield Center Township Exterior Property Maintenance Code, any person affected by any notice of violation which has been issued in connection with the enforcement of any provision of this exterior Property Maintenance Code, may request and shall be granted a hearing on the matter before the Exterior Property Maintenance Code Appeals Board provided that such a person shall file in the office of the Enforcement Officer an appeal on forms provided by the Township. **The appeal shall be filed within (10) ten days after the date of notice and order.** Upon receipt of such petition, the Appeals Board shall set a time and place for the hearing before the Appeals Board and shall give the petitioner written notice thereof by first class mail postmarked at least ten (10) days prior to such hearing. The hearing shall be held no less than ten (10) days and no more than forty-five (45) days from the date the petition was filed. At such hearing, the petitioner shall be given an opportunity to be heard and to show cause why any item appearing on such notice and order should be modified or withdrawn. The failure of the petitioner or his representative to appear and state his case at such hearing shall have the same effect as if no petition were filed.

If you have any questions, please contact me at (330) 467-7646.

Sincerely,



Scott B. Peters
Zoning Inspector

Cc: Trustees
Property File
James Honsberger/Property Owner