

APPLICATION FOR ZONING PERMIT

Village of Oak Harbor, Ottawa County, Ohio

The applicant hereby acknowledges that the permit shall expire and may be revoked if work has not begun within 1 year or substantially completed within (2-1/2) years (§153.521)Village Code of Ordinances.) The Zoning Inspector shall either approve or disapprove the application within 15 days of receipt of the application. (§ 153.522)

To The Zoning Inspector:

The undersigned hereby applies for a zoning permit for the following use, to be issued on the basis of the representations contained herein, all of which applicant says are true:

1. Name of Property Owner _____
 Address _____ Contact Number: _____
2. Location of Property _____
 Section _____ Block _____ Lot _____ Subdivision _____
3. Occupant (if applicable) _____
4. Proposed Construction or Use _____
5. Is property located in the Flood Plain? _____ No _____ Yes *If yes, complete the following:*
 - a. What is the elevation at the building site? _____ Feet
 - b. Request a Special Flood Hazard Area Develop Permit Application from the Zoning Inspector.
6. Attach a sketch of the lot, showing existing buildings and proposed construction or use for which the application is made. Give dimensions and indicate north. Provide the following information on a site plan. *(See permit & site plan instructions for additional information.)*

A.) Main road frontage	E.) All rear yard clearances
B.) Depth of lot from right-of-way	F.) Number of off-street parking spaces
C.) All dimensions of building (s):	G.) Height of Building
D.) All side yard clearances	

8. Contractor (if applicable) _____

Name	Address	Phone No.
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9. Buildings: Use _____

Number of stories _____ Basement _____ Number of Dwelling Units _____

10. Usable floor space designed for use as living quarters, exclusive of basements, porches, garages, breezeways, terraces, attics, or partial stories (*Prior to new construction*).

First Floor _____ Square Feet Second Floor _____ Square Feet

**Any additional information required to determine conformance with, and provide for the enforcement of the Zoning Ordinance shall be attached on a separate sheet.

Signature of Applicant

Date

ZONING CERTIFICATE

Upon the basis of Permit No. _____, the statements in which are made a part hereof, the proposed usage (is/is not) found to be accordance with the Village Zoning Ordinance and is hereby (Approved /Rejected) for the _____ District.

Village Zoning Inspector
Village of Oak Harbor

Date Application Received: _____ Date Application Ruled On: _____

Comments:

Permit Fee: \$ _____ Park Fee: \$ _____ Total Fees: \$ _____

Date Paid: _____

Received By: _____ Date: _____ Amount: _____
Fiscal Officer

PERMIT AND SITE PLAN INSTRUCTIONS

INFORMATION TO BE INCLUDED ON SITE PLAN

**Please note all of the following may not apply.

Indicate any easements (water, sewer, electric) and/or alley
Indicate N, S, E, W
For a pool permit indicate the location of the pool filter
Show water and/or electric meters
Fence height and type (Split Rail, Privacy etc.)

SELECT (See #4.) THE TYPE OF PROPOSED CONTRUCTION

New Single Family Home
New Two-Family Home
New Multi Family Home
Attached Garage
House and Garage Additions
Accessory Buildings, Garages and Sheds
Sign
Pool
Fence
Commercial (new and additions)
Industrial (new and additions)

EXPLANATION (#6.) SITE PLAN INFORMATION

Show all measurements in feet

- A.) Main Road Frontage – Width of Lot
- B.) Depth of lot from right-of-way
- C.) All dimensions of Building(s) – Show all outside wall dimensions of existing and proposed construction
- D.) Side Yard Clearance – Measure from side of proposed construction to side yard property line.
- E.) Rear Yard Clearance – Measure from rear of lot line to the back of the proposed construction.
- F.) Number of off-street parking spaces-Dimensions of Driveway
- G.) Height of Building – Highest point of building above the established grade

OHIO UTILITIES PROTECTION SERVICE
CALL 48 HOURS BEFORE YOU DIG-IT'S THE LAW
1-800-362-2764

ZONING FEES

Effective 05/04/2011

RESIDENTIAL SUBDIVISION – Single Family Dwelling and/or two-Family Dwelling:

Preapplication/Conceptual Plan Review	\$200.00
Preliminary Plan Review/Final Plan Review (Each Phase)	\$700.00

MULTI-FAMILY RESIDENTIAL DEVELOPMENT:

Pre Preapplication/Conceptual Plan Review	\$200.00
Preliminary Plan Review/Final Plan Review (Each Phase)	\$700.00

Inspection/Testing shall be Time and Expense as Determined by the Village Administrator

NEW CONSTRUCTION OF COMMERCIAL, BUSINESS/PROFESSIONAL, INDUSTRIAL AND INSTITUTIONAL

Preapplication/Conceptual Plan Review	\$200.00
Preliminary Plan/Final Plan Review	\$700.00

Inspection/Testing shall be Time and Expense as Determined by the Village Administrator

REMODELING, ADDITIONS AND ALTERATIONS TO COMMERCIAL, BUSINESS/PROFESSIONAL, INDUSTRIAL AND INSTITUTIONAL:

Preapplication/Conceptual Plan Review	\$200.00
Preliminary Plan/Final Plan Review	\$700.00

Inspection/Testing shall be Time and Expense as Determined by the Village Administrator

BUILDINGS & STRUCTURES: (*Fee includes \$300.00 Park Fee)

New Single Family Home *	\$400.00	Signs	\$25.00
New Two-Family Home *	\$425.00	Pool	\$25.00
New Multi Family Home *	\$400.00 + \$25.00 per unit	Fence	\$25.00
Attached Garage	\$30.00	Decks and Porches	\$25.00
House and Garage Additions	\$30.00	Bistro/Café Tables	\$25.00 (annually)
Accessory Buildings, Garages and Sheds	\$30.00		
Commercial/Industrial/Institutional (new)	\$350.00 Minimum or \$.04/sq.ft. + \$300.00 Park Fee		
Commercial/Industrial/Institutional (Addition)	\$ 50.00 Minimum or \$.04/sq.ft.		
Demolition Residential	\$30.00 ≥ 600 SF		
Demolition Commercial/Industrial/Institutional	\$80.00 ≥ 600 SF		

OTHER:

Application for Zoning Change	\$350.00
Appeal	\$200.00
Variance	\$200.00
Conditional Use	\$200.00
Copy of Zoning Regulations	\$ 25.00
Flood Hazard Development Permit	\$ 50.00
Lot Split Review	\$ 50.00 Minimum - \$10.00/Lot Created
Driveway Approach	\$ 50.00

The initial zoning permit application fee includes the fee for the certificate of completion.

In all reviews completed for the Zoning Board of Appeals or Planning Commission the applicant shall be charged for actual costs incurred if those costs exceed the fees as set forth herein. All fees shall be paid at the time of application for review and/or permit.

Revisions: 08/06/04, 07/04/07, 12/10/08 (Correction to Commercial Park Fee), 05/04/11

SKETCH

(Draw to scale and show all necessary dimensions)

