

PROCEDURES FOR PERMIT APPLICATIONS

The following must be completed when applicants are applying for permits:

1. All information must be completed.
2. New Construction - **Description section** must be filled out completely to the best of your knowledge.
New Businesses – does not need to fill this section out.
3. A **Site Plan** must be submitted with the following: New Construction, Swimming Pools, Accessory Buildings, Chicken houses, Fences, Decks and Tents

Missing information that is needed for approval of permit will not be approved and will be returned to applicant causing a delay of any type of construction.

Hartville Zoning Department

ZONING PERMIT PROCEDURE

A ZONING PERMIT NEEDS TO BE ISSUED FOR A NEW HOME, TWINPLEX, DUPLEX, STORAGE SHED, DECK, GARAGE ADDITION, ROOM ADDITION, FENCE, ABOVE GROUND POOL AND IN-GROUND POOL. (OUTSIDE STRUCTURES ONLY) – SITE PLAN MUST BE SUBMITTED WITH THE PERMIT

THE FEE FOR THIS PERMIT IS AS FOLLOWS:

ZONING PERMITS:

| | | |
|--|----------|-----------------------------------|
| Single family (per dwelling unit) | \$100.00 | \$0.10 per S/F outside dimensions |
| Two & Three family (per dwelling unit) | \$125.00 | \$0.10 per S/F outside dimensions |
| Residential Additions and Alterations to existing structures including <u>Attached</u> and <u>Detached</u> garages and decks | \$ 50.00 | \$0.10 per S/F outside dimensions |
| Accessory buildings: including Sheds and Playhouses | | |
| Up to 100 sq. ft. | No Fee | |
| 101 to 200 sq. ft. | \$40.00 | \$0.10 per S/F outside dimensions |
| Swimming pools (in-ground or above ground). | \$50.00 | |
| New Business Permit | \$100.00 | |
| Relocation within Village | \$ 50.00 | |
| New/Expansion Construction | \$100.00 | \$0.10 per S/F outside dimensions |
| **Plan review | \$200.00 | |
| Zoning Map | \$ 5.00 | |
| Zoning Ordinance | \$ 20.00 | |
| Fence and Tent Permits: | \$50.00 | |
| Replacement Fences (no height changes) | No Fee | |
| Mobile Food Vending Permit | \$100.00 | |
| Permits not listed: (e.g. Chicken House) | \$50.00 | |
| Renewal Fee | \$25.00 | |
| Subdivisions: | | |
| Preliminary plan, application, review | \$200.00 | \$5.00/lot |
| Final plat | \$200.00 | 10.00/lot |

SIGN PERMIT INFORMATION

Costs are as follows:

| | | | |
|-----------------------------|-----------------|--------------------------------|-----------------|
| 50 sq. ft. or less | \$ 50.00 | Sandwich/menu Boards | \$ 30.00 |
| 50 to 99 sq. ft | \$100.00 | Subdivision sign (perm) | \$ 50.00 |
| 100 sq. ft. or over | \$175.00 | Script change only | \$ 40.00 |
| Off-remises sign | \$300.00 | | |
| Home occupation sign | \$ 35.00 | | |

Any change needs a sign permit – whether using an existing sign for another company (painted over or old frame used for new) portable or new. The permit is for that location only (can't be moved to another location without another permit).

Two (2) drawings of the sign are needed – one showing the positioning on the property and one (1) of the side view of the sign with wording, indicating if it's on a building, pole, temporary or ground.

VILLAGE OF HARTVILLE, OHIO
ZONING DEPARTMENT
APPLICATION FOR
ZONING PERMIT

Zoning permit No. _____

Date Issued _____

SANITARY DISCHARGE APPROVAL
BY BOARD OF PUBLIC AFFAIRS

Date: _____

A scale plan must be submitted with this application showing the size and location of the Lot, the dimensions and location of the proposed building or structure on the lot and the dimensions and location of existing buildings or structures on the lot.

Name of Applicant _____ Phone _____

Address _____

Owner of Premises _____ Address _____

Email Address: _____

Application is hereby made to: (Description of Work) _____

To be used for (Indicate purpose, number of units or offices, etc.) _____

On premises located at _____

DESCRIPTION

(1) Size of lot: _____ feet wide _____ feet deep

(2) Size of building or structure: Floor area _____
Maximum: Width _____ ft. Depth _____ ft.
Height: Stories: _____; feet _____

(3) Location on Property:

Proposed Yards

FRONT _____ ft. from Property Line to Building or Structure.

SIDE _____ ft. from Property Line to Building or Structure.

SIDE _____ ft. from Property Line to Building or Structure.

REAR _____ ft. from Property Line to Building or Structure.

(4) Character of Construction _____
(Brick, Frame)

(5) Estimated Cost of Work \$ _____

(6) Present use of Land, Existing Buildings or Structures on Lot: _____

Signature of Applicant

Please note any additional information on separate sheet and attach to this form.

CERTIFICATION OF ZONING INSPECTOR'S EXAMINATION

I have examined the foregoing application, plans and information, found them not / to conform with the zoning requirements and grant / refuse them a Zoning Permit.

By _____ Date _____