



Division of Building and Zoning

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RESIDENTIAL ZONING PERMIT APPLICATION

All applications should be accompanied by plans drawn to scale showing the existing and proposed construction in relation to the property lines and all other structures on the site to be developed.

APPLICANT/OWNER INFORMATION:

Name: _____ Phone Number: _____ Alternate Number: _____

Address: _____

CONTRACTOR INFORMATION:

Name: _____ Phone Number: _____ Alternate Number: _____

Address: _____

PROJECT INFORMATION:

Address (location of project) : _____

Project Description:

New Single Family

Garage (Attached)

Porch/Deck

New Multi-Family

Garage (Detached)

Demolition

Accessory Structure

Room Addition

Pool

Permits Applied for:

Plumbing

Electrical

Licking County Building Permit

Current Zoning : _____

Square Footage of Existing Building: _____

Current Use of Building: _____

Square Footage of Proposed Construction: _____

Value of Existing Building: \$ _____

Square Footage of Livable Space: _____

Value of Proposed Construction: \$ _____

Square Footage of Garage: _____

Does any portion of the lot on which you plan to develop lie within the floodplain as shown on the most current flood insurance rate maps?

Yes No I don't know

UTILITIES

Water Domestic service tap size: _____ Irrigation line tap size: _____ Fire suppression line

Service card must be filed with Utilities Clerk prior to receiving meter and/or service being turned on

Applicant Name (please print): _____ Date: _____

Do not write below this line - OFFICE USE ONLY

Approved by: _____ Date: _____

Does this require a floodplain permit application? Yes No

If this does not require a floodplain permit application, please explain why:

RESIDENTIAL ZONING PERMIT APPLICATION / REQUIRED SUBMISSIONS

GENERAL INFORMATION

- * All contractors must file with the Health Income Tax Bureau. (Ord. 26-76)
- * All driveways must be paved at least 30' from dedicated pavement. (Ord. 58-76)
- * All driveways storm drainage tile must be approved by the City. (Ord. 46-94)
- * Storm water drainage must be in compliance with City Ordinances.
- * EPA regulations prohibit any open burning in construction areas.
- * All public/commercial facilities must comply with the 1990 A.D.A.
- * All commercial property must obtain Knox Box System from Fire Department.
- * All address numbers are to be posted according to Ord. 145-95.
- * Construction must be started within six months of the issuance of the building permit and project completed within a year. Sewer tap fees expire after six months.
- * The temporary water fee applies only to water consumption for preparation of building materials on-site. Use of temporary water for site clean up, lawn watering, etc. is prohibited. Upon deliverance of a water meter, the contractor/owner will be required to apply and pay for permanent water service at standard rates. It is also a requirement that the contractor/owner notify the utility office upon transfer of property ownership.

FILING PLANS

- (a) Every application for a zoning certificate shall be accompanied by plans in duplicate, drawn to scale in black line or blue print, showing the actual shape and dimensions of the lot to be built upon or to be changed in its use, in whole or in part; the exact location, size and height of any building or structure to be erected or altered; in the case of a proposed new building or structure or proposed alteration of an existing building or structure as would substantially alter its appearance, drawings or sketches showing the front, side and rear elevations of the proposed building or structure, or of the structure as it will appear after the work for which a permit is sought shall have been completed; the existing and intended use of each building or structure or part thereof; the number of families or housekeeping units the building is designed to accommodate; and, when no buildings are involved, the location of the present use and proposed use to be made of the lot; and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this Zoning Ordinance. Site Plans shall include utility lines and connections, easements, rights-of-way, driveways and sidewalks, patios, porches, final contours and site drainage.
- (b) One copy of such plans shall have been approved by the Zoning Inspector, together with such zoning certificate as may be granted. All dimensions shown on these plans related to the location and size of the lot to be built shall be based on actual survey.
- (c) The lot and the location of the building thereon shall be staked out on the ground before construction is started.
- (d) In every case where the lot is not provided and is not proposed to be provided with public water supply and/or the disposal of sanitary wastes by means of public sewers, the application shall be accompanied by a certificate of approval by the Licking County Health Department as to the proposed method of water supply and/or disposal of sanitary wastes.

Upon review of this information, the zoning department may request additional information if warranted by site conditions or with regard to the design of the existing and/or proposed improvements.

CONSTRUCTION ADMINISTRATION DEPOSIT

- (a) A Construction Administration Deposit shall be made with the Zoning Department at the time the plan review application is submitted for all residential, commercial, or industrial projects for which the project owner:
 - (1) Cannot provide plans that are stamped by an architect, engineer, or surveyor that is registered within the State of Ohio; or
 - (2) Has not employed a professional contractor for the construction of the proposed project; or
 - (3) Has not hired a professional architect, engineer, or surveyor licensed by the State of Ohio or a professional contractor as the project manager. *Project owners are strongly discouraged from acting as their own designer, contractor, or project manager in lieu of a recognized design professional.*
- (b) The Construction Administration Deposit shall be equal to 1% of the total project cost, as identified on the zoning permit, but not less than \$1,500.00. The Construction Administration Deposit shall not exceed \$2,500 for residential projects and \$6,000 on commercial and industrial projects.
- (c) The Chief of the Division of Building and Zoning or his designee shall have the authority to waive the Construction Administration Deposit for small projects such as decks, sheds, carports, etc. that clearly demonstrate no conflict with any of the City's rules and regulations.
- (d) The Construction Administration Deposit shall be used to cover all costs incurred by the City resulting from additional inspections or third-party services that are required, due to no fault of the City, during the construction phase of a project. The Construction Administration Deposit will not cover costs incurred by the City during the Plan Review process. A fee schedule is already in place to recoup those costs.
- (e) Whatever amount of the Deposit is not used at the end of the construction phase of the project will be returned to the project owner. In the event the initial Construction Administration Deposit is spent in its entirety and additional costs are incurred by the City, the project owner shall be responsible for reimbursing the City for those costs upon receipt of final invoice.