

APPLICATION FOR ZONING PERMIT

JEFFERSON TOWNSHIP, LOGAN COUNTY, OHIO

ZONING PERMIT NUMBER

The undersigned applicant applies for a zoning permit for the use indicated. Said permit to be issued on the basis of the information contained within this application and the required attachments. The applicant hereby certifies that all information contained in this application and attachments is true and correct. In addition to the information requested on this form the **applicant is required to submit the following items in duplicate: A plan drawn to scale** showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot and dimensions of the proposed buildings or alterations (a surveyors plat plan may be used if all the required information is included), location of any current or proposed driveways; **Legal description of the property** which includes the name(s) of the property owner(s); **Approved Sewage/Septic Installation Permit**, if the building is to be an occupied structure and/or will contain any plumbing facilities (may be obtained from the Health Dept.); **Driveway Permit**, if no existing street number (may be obtained from the County Engineer) ; Any other information that may be required by the Zoning Inspector.

PROJECT ADDRESS	PARCEL # (IF IN SUBDIVISION ALSO INCLUDE NAME)
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NUMBER	STREET	CITY	ZIP CODE
EXISTING USE OF PROPERTY: _____		PROPERTY CURRENTLY ZONED AS: _____	

OWNERS INFORMATION

NAME	HOME PHONE	WORK PHONE
STREET ADDRESS	CITY	ZIP CODE

APPLICANTS INFORMATION

IF APPLICANT IS NOT THE PROPERTY OWNER THEN THE APPLICANT MUST PROVIDE A NOTARIZED STATEMENT FROM THE OWNER AUTHORIZING THE APPLICANT TO ACT AS THE OWNERS AGENT TO OBTAIN A ZONING PERMIT

NAME	PHONE	RELATIONSHIP TO OWNER
STREET ADDRESS	CITY	ZIP CODE

PROPOSED USE: Residential Agricultural Business/Industrial (attach a detailed description)
 Other (describe) _____

PROPOSED IMPROVEMENT: New Construction Remodeling Addition Replacement

TYPE IMPROVEMENT: (Check all that apply) Residence Multi Unit Residence (No. of Units _____) Porch Deck
 Accessory Building (indicate type i.e. shed, storage, barn, etc.) _____ Modular Home Mobile Home
 Garage (unattached) Garage (attached) Sign (Size _____) Other (describe) _____

Building Use: _____ **Business/Commercial:** Off street Parking spaces _____, Loading Berths _____

LOT DIMENSIONS:

Width _____ Ft. Depth _____ Ft. Area _____ Sq. Ft. Road Frontage _____ Ft. % Occupied _____

YARD DIMENSIONS: (Distance from property line to any structure in feet)

Side Yard: North _____ South _____ East _____ West _____ Front Yard _____ Rear Yard _____

YARD SETBACK: (Distance from property line to principal building in feet)

Side Yard: North _____ South _____ East _____ West _____ Front Yard _____ Rear Yard _____

BUILDING DIMENSIONS AND SQUARE FOOTAGE

DIMENSIONS (in feet)	Width	Depth	Height	No. of Stories	Total Sq. Ft.	SQUARE FEET OF RESIDENCE			
						Living Area	Garage (if attached)	Basement	Total
PRIMARY BUILDING									
ACCESSORY BUILDING									

TOTAL VALUE OF BUILDINGS AND IMPROVEMENTS:

\$

APPLICANTS SIGNATURE _____

DATE _____

DATE RECEIVED:

FEE PAID: \$

THIS PERMIT IS VOID IF WORK IS NOT STARTED WITHIN 180 DAYS OF ISSUE OR COMPLETED WITHIN 1 1/2 YEARS

BUILDING PERMIT REQUIRED (If checked, must obtain Bldg Permit from Logan Co. Bldg. Dept.)

T. J. SCHEIDERER
JEFFERSON TOWNSHIP ZONING INSPECTOR
PO BOX 227
ZANESFIELD, OH 43360
937-599-5226

INSTRUCTIONS FOR COMPLETING ZONING PERMITS

1. Complete the Application for Zoning Permit. Make sure that all applicable items are completed. The following items, if applicable must be submitted in duplicate with the application.
 - A. Plans drawn to scale showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings and proposed buildings and alterations (a surveyors plat may be used if all the required information is included).
 - B. Legal description of the property which includes the property owners names (a copy of the deed may be used), Parcel Number.
 - C. Approved Sewage/Septic Installation permit if the building is to be an occupied structure and/or will contain any plumbing facilities.
 - D. Driveway Permit, if no existing street number.
2. Attach a check made out to Jefferson Township for the amount of the fee. The fee can be determined by using the calculations and examples on the attached fee schedule. Return the application with the check and attachments to the Zoning Inspector at the above address.

FAILURE TO INCLUDE ANY OF THE REQUIRED INFORMATION WILL RESULT IN THE APPLICATION BEING DENIED.

3. When the application is approved you will be sent the following:
 - A. A copy or the approved application with attachments.
 - B. A application for/Certificate of Occupancy/Certificate of Occupancy
 - C. Placard for display on premises

If the application is not approved, you will be advised of the reason(s) and what steps you need to take to obtain approval.

4. After you receive a copy of the approved application you must take it to the Logan County Building Department for issuance of a Building Permit. (If applicable) There address is: 1365 Co. Rd. 32 South.
5. When construction is finished, if a Certificate of Occupancy has not been issued, complete and return the Application for Certificate of Occupancy to the Zoning Inspector. If all is in order it will be approved and returned to you.
6. Construction may not be started until the permit has been issued. The building may not be occupied or used until the Certificate of Occupancy has been issued.. Failure to comply with these requirements is a violation of the Zoning Resolution and may be referred to the courts for legal action.
7. **QUESTIONS:** If you have any questions or need assistance you may contact the Zoning Inspector at the above number **between 10:00 AM and 8:00 PM, Mon - Sat.** If the Zoning Inspector is not available you may leave a message and your call will be returned as soon as possible.

THOMAS J. SCHEIDERER
JEFFERSON TOWNSHIP ZONING INSPECTOR
 PO BOX 227
 ZANESFIELD, OH 43360
 937-599-5226

JEFFERSON TOWNSHIP
ZONING PERMIT
FEE

ESTIMATED CONSTRUCTION COST	FEE	
APPLICATION FEE	1	\$45.00
PERMIT FEE	2	\$1.75 per \$1,000.00
TOTAL FEE	3	\$45.00 + \$1.75 per \$1,000.00

FEE **FOR OTHER ZONING ACTIONS AND PERMITS**

TYPE	FEE
<u>Zoning Amendments</u> - Change in Text or District Boundaries (Public Hearings are required. Hearings are held by the Zoning Commission as needed. Final approval is voted on by the Township Trustees)	\$500.00
<u>Appeals, Variances, Conditional Uses</u> – Public Hearing(s) are held by the Board of Zoning Appeals as required.	\$250.00

MAKE ALL CHECKS OR MONEY ORDERS PAYABLE TO JEFFERSON TOWNSHIP AND RETURN TO THE ZONING INSPECTOR WITH YOUR APPLICATION. **DO NOT SEND CASH.**

Revised 12/30/16 (Resolution #)

Effective 4/1/2017

EMAIL INSTRUCTIONS

If you have been instructed to email your application to the zoning inspector the following apply:

Applications are available on the Logan/Union/Champaign Regional Planning Commission web site (lucplanning.co). Look under appropriate Township. Once you download the application packet complete as indicated.

Email the application and required attachments in **PDF format** to the zoning inspector at the following address: tscheiderer@hotmail.com. The application will be reviewed and you will be notified by email if corrections are required or If approval will be made. If approved you must mail the check for the fees to the township clerk. As soon as the clerk notifies the zoning inspector the fees have been paid then an approved permit will be emailed to you. Addresses are as follows:

Jefferson Township Clerk
PO Box 10
Zanesfield, Ohio 43360

Zane Township Clerk
PO Box J
Middleburg, Ohio 43336

In addition the clerk may be contacted at the indicated phone number:

Jefferson Township Clerk: 937-935-3351

Zane Township Clerk: 937-666-2092