VILLAGE OF GENOA
ZONING PERMIT APPLICATIONS PROCEDURE

1.) Zoning applications may be obtained at the Administration Building; 102 E. 6th St. Genoa, Ohio 43430
    Phone, (855-7791). Hours are Monday – Friday **8:00 a.m. to 4:00 p.m.**

2.) Site plan of existing, proposed buildings or additions with the outside dimensions of all structures shall be
    submitted with the zoning application to the Zoning Inspector.

3.) The Zoning Administrator has ten (10) working days to approve, or reject a zoning application.

4.) No work shall commence until the zoning application has been approved.

5.) All proposed structures shall be properly staked, and property pins exposed, if possible.

6.) After the zoning application is approved, the applicant must obtain a building permit from the Ottawa
    County Building Department. Also, an electrical, plumbing or heating permit, if applicable.

7.) A zoning permit is not needed from Ottawa County Building Department for a fence, or a
    swimming pool.

8.) Upon construction of any residential or commercial building, a tap fee for water, sanitary
    sewer, storm sewer and electrical must be paid to the Village Utilities Department; located at
    102 E. 6th Street.

9.) The Zoning Administrator shall inform any applicant if their lot or parcel falls within a flood
    plain, as certain building restrictions apply to these areas.

10.) Applicants must have with them a copy of the Village Zoning Permit when applying for a
     building, electrical, or plumbing permit with Ottawa County Building Department.

11.) The County Building Department will no longer take a building permit for storage sheds
     200 square feet or less

12.) All zoning permits are good for only one year from day of issuance.

13.) All decks must obtain a permit from the County.

### Zoning Permit Fees

<table>
<thead>
<tr>
<th>Permits</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family</td>
<td>$60.00</td>
</tr>
<tr>
<td>Two Family</td>
<td>$75 &amp; $25/unit</td>
</tr>
<tr>
<td>Multiple Dwelling</td>
<td>$75 &amp; $25/unit</td>
</tr>
<tr>
<td>Remodeling &amp; Additions</td>
<td>$35</td>
</tr>
<tr>
<td>Commercial</td>
<td>$75/500 sq. ft.</td>
</tr>
<tr>
<td>Commercial Alterations</td>
<td>$.03/add sq. ft.</td>
</tr>
<tr>
<td>Industrial</td>
<td>$125/500 sq. ft.</td>
</tr>
<tr>
<td>Industrial Alterations</td>
<td>$.03/add sq. ft.</td>
</tr>
<tr>
<td>Swimming pools</td>
<td>$20</td>
</tr>
<tr>
<td>Fences</td>
<td>$20</td>
</tr>
<tr>
<td>Decks</td>
<td>$20</td>
</tr>
<tr>
<td>Signs &amp; Billboards</td>
<td>$20</td>
</tr>
<tr>
<td>Garages &amp; Accessory Buildings.</td>
<td></td>
</tr>
<tr>
<td>(Co. Permit required for 200/+ sq. ft.)</td>
<td>($15/150 sq. ft.) – ($20/300 sq. ft.)</td>
</tr>
<tr>
<td>Moving of Bldg./Driveway Install.</td>
<td>$20</td>
</tr>
<tr>
<td>Variances</td>
<td>$150</td>
</tr>
<tr>
<td>Amendments</td>
<td>$200</td>
</tr>
<tr>
<td>Demolition</td>
<td>$20</td>
</tr>
</tbody>
</table>
The applicant hereby acknowledges that the permit shall expire and may be revoked if work has not been completed within 1 year or substantially completed. The Zoning Inspector shall either approve or disapprove the application within 10 days of receipt of the application.

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__________________________________________________________

2. Address__________________________________________ Phone _________________________

3. Occupant (if applicable) _________________________________________________________

4. Proposed Use:
   - _____Fence
   - _____Deck - Size ________________
   - _____Accessory Building, Garage, Shed
   - _____Swimming Pool
   - _____Demolition
   - _____Remodeling
   - _____New Construction – Home or Business
   - _____Sign Board Size ______
   - _____Change of use
   - _____Variance
   - _____Other (explain)________________________________________________________________

5. Provide Sketch of lot, showing existing buildings and proposed construction or use for which application is made. (Fill in all dimensions and indicate North).
   - Main road frontage _________ft.
   - Set back from side of road right-of-way _______ft.
   - Side yard clearance: Right side _________ft.; Left side _________ft.
   - Rear yard clearance _________ft.
   - Depth of lot _________ ft.
   - Dimensions of Building; Width_________ ft.; Depth ___________ ft.
   - Highest point of building above the established grade ___________ ft.

6. Building Use____________________________: Number of Stories ________; Basement (yes or no)
   Usable floor space designed for use as living quarters, exclusive of basements, porches, garages, breezeways, terraces, attics, or partial stories.
   First Floor _______________square ft. ; Second floor ______________square ft.
Upon the basis of the assigned Permit No. the statements in which are made a part hereof, the proposed usage (Is / Is Not) found to be in accordance with the Village Zoning Ordinance and is hereby (Approved / Rejected) for the Village of Genoa.

______________________________
Village Zoning Inspector
Village of Genoa

Comments:

Sketch of lot