

**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

<u>Permits</u>	<u>Fees</u>
Single Family	\$60.00
Two Family	\$75 & \$25/unit
Multiple Dwelling	\$75 & \$25/unit
Remodeling & Additions	\$35
Commercial	\$75/500 sq. ft.
Commercial Alterations	\$.03/add sq. ft.
Industrial	\$125/500 sq. ft.
Industrial Alterations	\$.03/add sq. ft.
Swimming pools	\$20
Fences	\$20
Decks	\$20
Signs & Billboards	\$20
Garages & Accessory Buildings. (Co. Permit required for 200/+ sq. ft.)	(\$15/150 sq. ft.) – (\$20/300 sq. ft.) (\$25/301 sq. ft.) – (\$35/over 301sq. ft.)
Moving of Bldg./Driveway Install.	\$20
Variances	\$150
Amendments	\$200
Demolition	\$20

VILLAGE OF GENOA

Permit No. _____

ZONING PERMIT APPLICATIONS

Pd. _____ Ck. # _____

Ottawa County, Ohio

Recpt. # _____

Date _____ Init. _____

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).

- a. Main road frontage _____ ft.
- b. Set back from side of road right-of-way _____ ft.
- c. Side yard clearance: Right side _____ ft. ; Left side _____ ft.
- d. Rear yard clearance _____ ft.
- e. Depth of lot _____ ft.
- f. Dimensions of Building; Width _____ ft. ; Depth _____ ft.
- g. 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.

7. Remarks:

Signature of Applicant: _____ Date: _____

ZONING CERTIFICATE

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

Date: _____

Comments:

Sketch of lot