

**VILLAGE OF GENOA  
ZONING PERMIT APPLICATIONS PROCEDURE**

- 1.) Zoning applications may be obtained at the Administration Building; 102 E. 6<sup>th</sup> 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. 6<sup>th</sup> 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**

<b><u>Permits</u></b>	<b><u>Fees</u></b>
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/Roof tear off	\$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.

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:

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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## 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:

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Sketch of lot