



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_

Application for Commercial Zoning Permit

Applicant or Agent Name: \_\_\_\_\_ Applicant E-mail: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Building and Lot Information (A SCALED SITE PLAN MUST BE PROVIDED)

Building Size: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Building Height: \_\_\_\_\_

Type of Construction: \_\_\_\_\_ Approx. Construction Cost: \$ \_\_\_\_\_

Yard Setback Depths

Front Yard: \_\_\_\_\_ ft. Back Yard: \_\_\_\_\_ ft. Side Yards: Left: \_\_\_\_\_ ft. Right: \_\_\_\_\_ ft.

Site Plan (drawing) Attached: [ ] Yes [ ] No

A scaled site plan (drawing) showing all property lines, existing structures, and proposed construction with dimensions must be submitted with application. All distances between the proposed construction, property lines and other structures must be labeled.

The following items are the applicant/agent/property owner's responsibility:

- 1. Assure that no structure is built on any public easement or right of way.
2. Locate and verify property lines to assure that the plot plan submitted with this application accurately reflects the setback dimensions from those property lines.
3. Verification that the deed and/or plat does not contain any restrictions against such construction activity.
4. Any additional fees related to site plan review or storm water review that are not covered by this permit fee.

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

An Applicant shall apply for a Certificate of Zoning Compliance after completing the work described in this Zoning Permit, if approved.

Do not fill below line

Fee Collected: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] Cash [ ] Check #: \_\_\_\_\_ [ ] Credit Card #: \_\_\_\_\_

[ ] Approved [ ] Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

# Zoning Permit Application Information

## **Section 1113.02          Zoning Permit Application**

- a) A Zoning Permit is required prior to:
  - 1. Constructing, creating, moving, expanding, converting or structurally altering any portion of a building or structure. This includes temporary structures.
  - 2. Changing the use of a building, structure or land.
  - 3. Occupying or using vacant land.
  - 4. Demolishing of any building or structure.
  
- b) The failure to obtain a permit required in 1113.02(a) shall be considered a violation of this Ordinance and shall be punishable in accordance with Section 1115.01 of this Ordinance.
  
- c) See checklist below
  
- d) If a Zoning Permit application is approved:
  - 1. The Zoning Inspector shall mark the permit as approved, sign, date and return the approved Permit to the applicant.
  - 2. The applicant shall Commence Work within one (1) year of the date of Zoning Permit approval. Otherwise, the permit shall be considered null and void and a new Zoning Permit must be obtained.
  - 3. The work described in the permit must be completed and a Certificate of Zoning Compliance must be issued within two (2) years of the date of Zoning Permit approval. Any work described in the permit that has not been completed within this two (2)-year period shall not proceed unless and until a new Zoning Permit is obtained.
  
- e) If a Zoning Permit application is denied:
  - 1. The Zoning Inspector shall mark the permit as denied, sign and date it, provide a list of reasons for denying the permit, and return it to the applicant.
  - 2. The applicant shall have thirty (30) days from the date that the Zoning Inspector denied the Permit to file an Appeal application to the Board of Zoning Appeals.
  
- f) The Zoning Inspector may declare an approved Zoning Permit void, if he/she determines that the permit was issued based upon incorrect information or false statement(s) being provided by the applicant.
  - 1. In such cases, the Zoning Inspector shall send a certified letter to the applicant at the address on the application indicating the reasons the Zoning Permit is being revoked.
  - 2. The letter shall state that all Work shall cease, and no additional Work shall continue unless and until a new permit is obtained.
  - 3. The applicant shall have thirty (30) days from the date of this letter to appeal the Zoning Inspector's decision to the Board of Zoning Appeals.

**Please acknowledge that you have read and understand the above:**

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Zoning Permit Checklist

Property Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

- Three paper copies of the application submitted to the City of Circleville
- One electronic copy of the application submitted to the City of Circleville
- Legal description of the property as recorded in the Pickaway County Recorder's office. If there is not a complete and accurate survey readily available from existing records, the Zoning Inspector may require the applicant supply a survey of the property by a Registered Surveyor in the State of Ohio.
- Plans and/or drawing to approximate scale showing the following:
  - A. The dimensions of the property.
  - B. The dimension of existing and proposed buildings or structures on the property.
  - C. The distance between the property lines and the existing and proposed structures.
  - D. The dimensions and number of existing and proposed parking spaces.
  - E. Any existing or proposed signage. (not required for single unit dwelling permit)
  - F. Any existing or proposed landscaping (not required for single unit dwelling permit)
  - G. The height of existing and proposed buildings.
  - H. Number of proposed dwelling units, if applicable.
  - I. Any other information as determined by the Zoning Inspector to determine compliance with this Ordinance.
- A copy of either:
  - A. A letter from the Public Utilities department indicating central water and sewer services are available and there is capacity to service the existing and proposed uses; or
  - B. If central water and sanitary sewer services are not available to the property, a letter from the Pickaway County Health Department approving the proposed method of water and sanitary sewer disposal.
- A copy of any required approvals including but not limited to:
  - A. Any necessary variances in accordance with Section 1113.05.
  - B. Any required conditional use permits in accordance with Section 1113.06.
  - C. Any required site plan design review in accordance with Section 1113.08
  - D. Any required Certificate of Appropriateness in accordance with Section 1113.10.
- Paid application fee