



APPLICATION FOR ZONING PERMIT

City of Port Clinton
1868 East Perry Street
Port Clinton, Ohio 43452

Fee:
Residential: \$40.00
Commercial: \$120.00

Phone: 419-734-5522

Fax: 419-734-1043

Date of Application ____/____/____

Permit Number _____

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. Location of Property _____

2. Occupant of Property _____ Phone _____

3. Property Owner _____ Phone _____

4. **If not property owner, a signed, notarized letter from the property owner must be attached.**

a) Notarized letter attached: ____ Yes ____ No ____ not applicable

5. Proposed Use (explain) _____

____ New Construction

____ Remodeling

____ Accessory Building

____ Residence ____ No. of Families

____ Change in Use Only

____ Business

____ Manufacturing

____ Pool

____ Other

6. Attach a sketch of lot showing existing buildings and proposed construction or use for which application is made. Give dimensions of construction, indicate north and provide the following information:

a) Main road frontage ____ feet

b) Setback from road right-of-way
____ feet

c) Side Yard Clearance
____ side ____ feet
____ side ____ feet

d) Rear Yard Clearance ____ feet

5. Depth of lot from right-of-way
____ feet

6. Dimensions of new construction
Width ____ feet
Length ____ feet

7. Highest point of building
the established grade ____ feet

Fee:
Residential: \$40.00
Commercial: \$120.00

7. Buildings Use _____

Number of Stories _____ Basement _____ Yes _____ No

Useable floor space designed for use as living quarter, exclusive of basements, porches, garages, breezeways, terrace, attics or partial stories:

First Floor _____ square feet

Second Floor _____ square feet

Off Street Parking _____ number of spaces

******* Access must remain available to water meters, water meter pits and / or water meter remotes *******

8. Address of adjoining property owners:
Each Side:

Rear _____

9. Remarks:

Signature of Applicant _____ Date _____

Zoning Inspector _____ Date: _____

NOTE: Contact Ottawa County Building Inspection to determine if a County Permit is required for your project. Located at: 315 Madison Street, Port Clinton, Ohio. Phone: 419-734-6767.

CHAPTER 1127 Administration

- 1127.01 Zoning permit required.**
- 1127.02 Permit application information.**
- 1127.03 Permit procedure and time limits.**
- 1127.04 Zoning permit for special uses.**
- 1127.05 Enforcement.**
- 1127.99 Penalty.**

CROSS REFERENCES

Violation of zoning ordinances - see Ohio R.C. 713.13

Fee for zoning permit - see P. & Z. **1103.01**

1127.01 ZONING PERMIT REQUIRED.

No change in the use of land or in the use of buildings or structures and no alteration, change, addition or expansion of a building or lot shall be made until upon application to the Administrative Officer, a zoning permit is issued authorizing such change, alteration, addition or expansion.
(Ord. 18-90. Passed 6-26-90.)

1127.02 PERMIT APPLICATION INFORMATION.

Application for a zoning permit shall be made to the Administrative Officer in a form approved by the Planning Commission. The application shall supply the following information:

- (a) Size and location of the lot or lots, showing lot lines, dimensions thereof and location of all applicable streets, alleys, easements and other public ways.
 - (b) Size and location of the buildings and structures existing and proposed on the lot.
 - (c) Dimensions of all yards and open spaces.
 - (d) The types of uses for which the structures and land will be used and such other information as may be necessary for the proper enforcement of these regulations.
- (Ord. 18-90. Passed 6-26-90.)

1127.03 PERMIT PROCEDURE AND TIME LIMITS.

(a) Within ten days of receipt of an application for a zoning permit, the Administrative Officer shall approve or disapprove issuance of the permit according to this Zoning Ordinance. Upon approval of the application, the permit shall be immediately issued to the applicant.

(b) Fees for zoning permits shall be set from time to time by Council. Fees shall be paid at the time of application and shall be intended to cover the cost of administration.

(c) If the work described in any zoning permit has not begun within one year from the date of issuance thereof, such permit shall expire; it shall be revoked by the Administrative Officer; and written notice thereof shall be given to the person affected. If the work described in any zoning permit has not been substantially completed within two and one-half years to the date of issuance thereof, such permit shall expire and be revoked by the Administrative Officer and written notice shall be given to the person affected, together with notice that further work as described in the cancelled permit shall not proceed unless and until a new zoning permit has been obtained or an extension is granted by the Planning Commission.

(Ord. 18-90. Passed 6-26-90.)

1127.04 ZONING PERMIT FOR SPECIAL USES.

Upon approval of a special use permit by the Planning Commission, the Administrative Officer shall issue a zoning permit in accordance with the approval, upon application by the owner, lessor or other legal agent thereof.

(Ord. 18-90. Passed 6-26-90.)

1127.05 ENFORCEMENT.

(a) The Zoning Ordinance shall be enforced by the Planning Commission, Board of Zoning Appeals, Council or their authorized agents in accordance with applicable sections of the Ohio Revised Code pertaining thereto.

(b) Any permit issued upon false statement of any fact which is material to the issuance, shall be immediately null and void, and the Administrative Officer may post the premises with a notice of revocation of such permit or certificate.

(c) Whenever a violation of the Ordinance occurs, or is alleged to have occurred, any person may file a complaint stating fully the causes and basis of the alleged violation with the Administrative Officer. The Officer shall record properly such complaint, investigate the allegation, and take action thereon, if necessary, as provided in this Ordinance.

(d) In case of violation of this Ordinance, the Administrative Officer shall notify the responsible person in writing, and if such person cannot be reached thereby, cause notice of the violation to be conspicuously posted on premises.

(e) Any person aggrieved by violation of this Ordinance, the Commission, Board, Council or their authorized agent or agents may institute appropriate legal remedy to abate such violation.

(Ord. 18-90. Passed 6-26-90.)

1127.99 PENALTY.

Whoever violates any provision of this Zoning Ordinance shall be fined not more than one hundred dollars (\$100.00). Each day of violation may be considered a separate offense.

(Ord. 18-90. Passed 6-26-90.)

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