

## PROCEDURE FOR CONSTRUCTING A FENCE

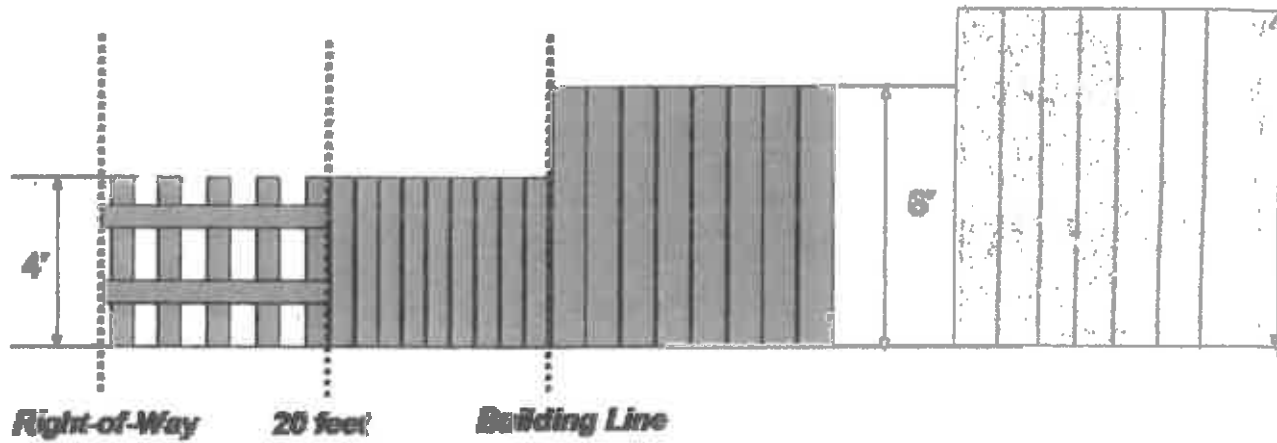
All fences, regardless of size, require a Zoning Permit. (NO Building Permit needed)

1. Complete the application and submit it to the Building Department along with:
  - a. Site plan of your property showing property lines and dimensions and the location of the proposed fencing. Either the property owner or the contractor can submit the application.
  - b. \$50.00 fee will be required at the time the application is submitted.
2. Applicant must mark the proposed fence location on the property. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ENSURE THAT THE FENCE IS ERECTED ON THEIR OWN PROPERTY.
3. The Zoning Department will conduct an inspection of the property. If the inspection is completed satisfactorily, your permit will be issued and mailed to the person submitting the application.
4. If there is a problem, the Zoning Department will contact the applicant.
5. If you have questions or need assistance, please call the Zoning Department at (330) 877-9222. Please note that the Village Office hours are as follows: Monday – Friday 8:00 a.m. to 5:00 p.m. with the exception of Thursdays 8:00 a.m. – Noon.

## FENCE RULES/REGULATIONS

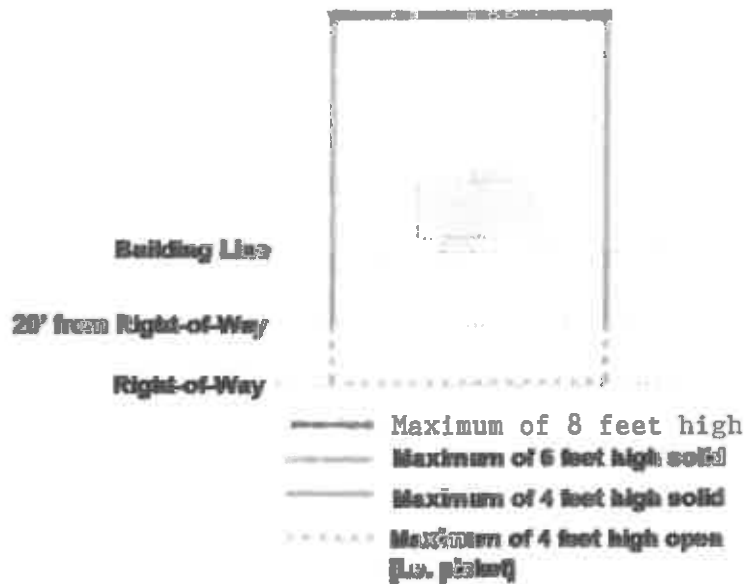
1. Fences should be structurally adequate and constructed on your property (up to the lot line - preferably 18" to 24" from property line).
2. Fences along the sides or front edge of any front yard, may be constructed to a maximum height of 4 feet.
3. In required rear yards, the fence shall be no greater than 8 feet in height, and along the rear side yard no greater than 6 feet in height.
4. No fence shall use more than two strands of barbed wire and shall be placed at least 48 inches from the ground. It shall be placed on the top of a fence not less than 40 inches in height.

**Fig. 1**  
**Fences In Front Yards [Side View]**

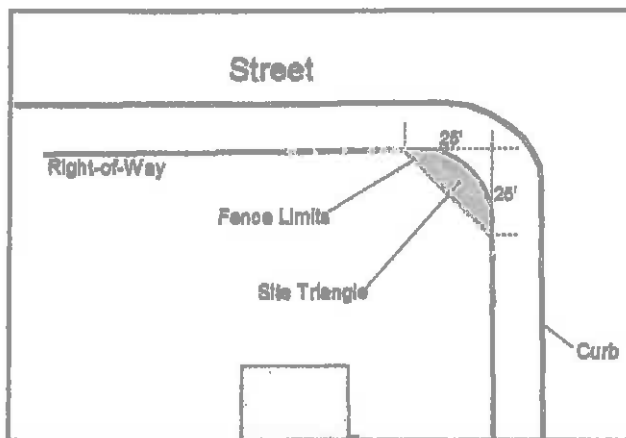


**PERMITTED LOCATION OF FENCES BY TYPE**

**Fig. 2**  
**Fences in Front Yards**  
**[Plan View]**

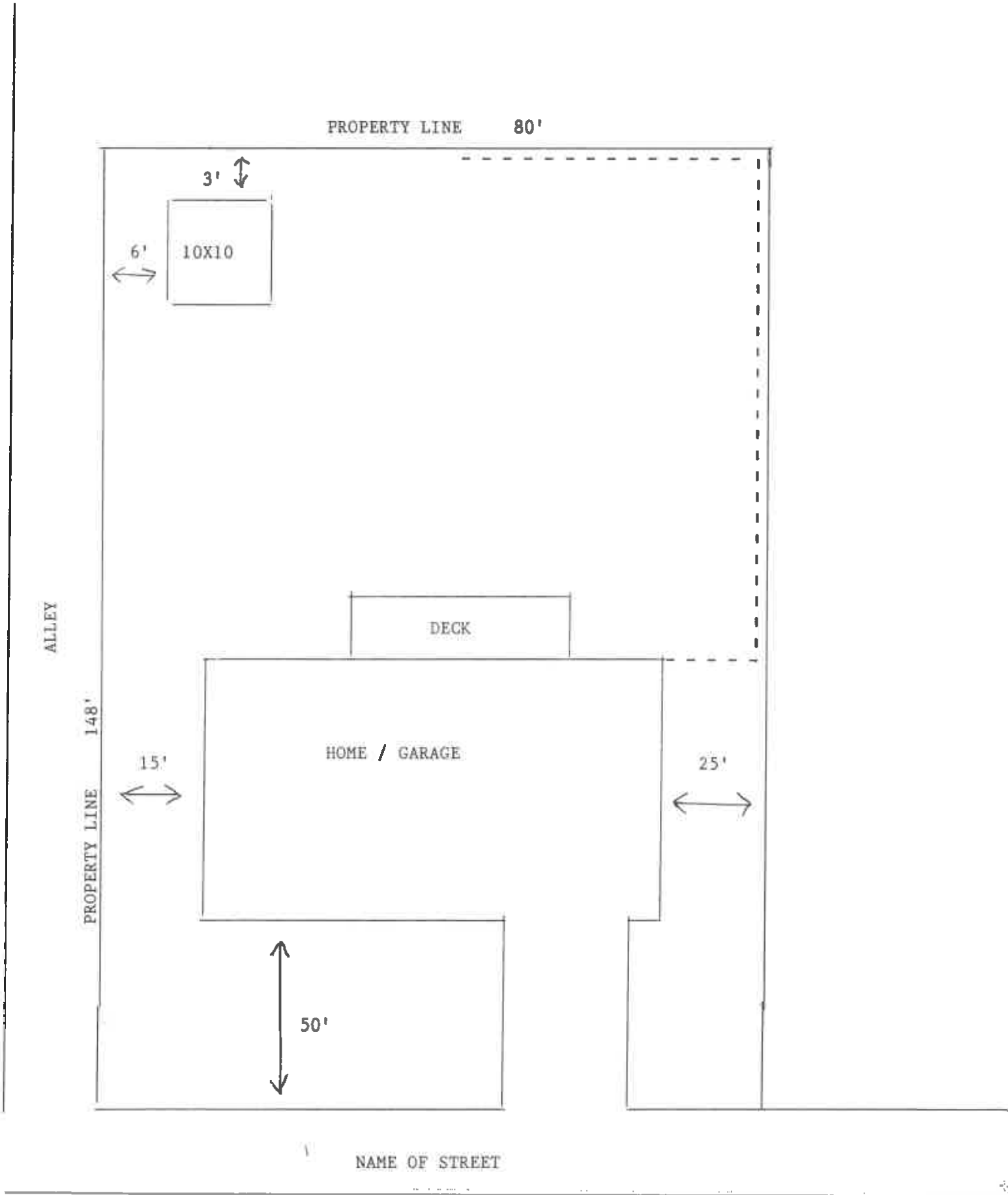


**Fig. 3**  
**Fences on Corner Lots**  
Fences must not be located in "site triangle"



**SAMPLE SITE PLAN**

(- - - - - FENCE)



**Contractor Registration Application:**

All contractors/subcontractors must submit an application for contractor registration.

Initial Application: \$60.00

Annual Renewal: \$40.00 (if registered the previous year)

The following must be returned with the application for approval: Certificate of Liability (\$1,000,000.00) listing the Village of Hartville as the Certificate Holder, along with the Contractor License Bond (\$10,000.00).

All paperwork will be submitted to the: Village of Hartville  
202 W. Maple Street  
Hartville, Ohio 44632

Please note that the Village Office hours are Monday, Tuesday, Wednesday, and Fridays 8 a.m. to 5:00 p.m. with the exceptions of Thursday, the office is opened from 8 a.m. to Noon.

VILLAGE OF HARTVILLE  
202 W. MAPLE STREET, P.O. BOX 760  
HARTVILLE, OH 44632  
330-877-9222 FAX 330-877-9778  
www.hartvilleoh.com

**CONTRACTOR/SUBCONTRACTOR REGISTRATION APPLICATION**

Date \_\_\_\_\_

New Registration (\$60.00)       Renewal (\$40.00 - if registered the previous year)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

FED ID or SSN \_\_\_\_\_

TYPE OF REGISTRATION:

**General** - Please circle (Excavation, Foundation, Masonry, Insulation, Roofing, Drywall, Siding, Landscaping, Painting, Carpentry, Other \_\_\_\_\_)       HVAC       Electrical       Sewer

**Address of Project location:** \_\_\_\_\_

INSURANCE INFORMATION:

Insurance Company & Agent \_\_\_\_\_

Insurance Co. Address \_\_\_\_\_ Phone \_\_\_\_\_

Expiration Date of Policy \_\_\_\_\_

**Note: A current copy of Liability Insurance (\$1,000,000) naming the Village of Hartville as certificate holder, Surety Bond (\$10,000), and State License, (if applicable), must be submitted and kept on file in the Building Department of the Village of Hartville, or registration is void. (This is the responsibility of the Contractor.)**

Do you have subcontractors?  Yes       No (If yes, each subcontractor must complete a Contractor Registration Form.)

Will your company be withholding local income tax from all employees on the job?  Yes       No  
(All Businesses are required to submit copies of IRS Forms 1099-MISC to Hartville Income Tax Department within 3 ½ months after the end of the tax year.)

Please list your subcontractor information on the following page.

The Village of Hartville is an equal opportunity provider.

**Village of Hartville**  
202 W Maple St  
PO Box 760 Hartville, OH 44632  
Phone 330-877-9222 Fax 330-877-9778  
[tcooper@hartvilleoh.com](mailto:tcooper@hartvilleoh.com)

## **INCOME TAX DEPARTMENT**

### **CONTRACTOR & SUBCONTRACTOR TAX INFORMATION**

#### **ANNUAL TAX RETURN FILING**

The Village of Hartville has a mandatory Income Tax filing for a business entity, whether resident or non-resident who conducts business in the Village of Hartville. An annual return must be filed and tax paid on the net profit. If you have a net loss you are still required to file a return.

The tax rate for Hartville is 1%. The yearly filing or request for an extension deadline is April 15<sup>th</sup>. Failure to file or request an extension on or before the April 15<sup>th</sup> due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at [www.hartvilleoh.com](http://www.hartvilleoh.com).

#### **EMPLOYEE WITHHOLDING**

Each employer within or doing business within the Village of Hartville shall deduct at the time of the payment of such salary, wage, commission or other compensation, the tax of one percent (1%) of the gross salaries, wages, commission or other compensation due by the said employer to said employee and shall on or before the 15th day of the month following the close of each calendar quarter make a return and pay to the Village of Hartville Tax Administrator the amount of taxes so deducted. Such employer shall be liable for the payment of the tax required to be deducted and withheld, whether or not such taxes have in fact been withheld.

**Please complete the enclosed CONTRACTORS AND SUB-CONTRACTORS BUSINESS REGISTRATION FORM and return by mail, fax or email within 10 business days.**

Your cooperation is greatly appreciated. If you have any questions, please contact the Income tax department.

Tanya Cooper  
Income Tax Clerk  
[tcooper@hartvilleoh.com](mailto:tcooper@hartvilleoh.com)

**Village of Hartville**  
202 W Maple St  
PO Box 760  
Hartville, OH 44632  
Phone 330-877-9222 Fax 330-877-9778  
tcooper@hartvilleoh.com

**Income Tax Department  
Contractor and Sub-Contractor Business Registration**

To enable the Village of Hartville Income Tax Department to establish accurate records, please answer all questions by typing or print plainly and return to the Village Hall by mail, fax or email.

ACCT # (to be assigned upon receipt)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_ Tax ID/S.S. #: \_\_\_\_\_

Job Name & Location: \_\_\_\_\_

Date Job Started: \_\_\_\_\_ Estimated Length of Job in days: \_\_\_\_\_ (mandatory)

Please check one:  annual year-end filing forms are not necessary, use a professional tax service  
 send pre-printed annual year-end filing forms to:

\_\_\_\_\_  
\_\_\_\_\_

Please check one:  pre-printed withholding forms are not necessary, use in-house software system  
 use a third party Payroll Company – Name: \_\_\_\_\_  
 send pre-printed withholding forms to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Village of Hartville imposes an income tax at the rate of one percent (1%) on all earned income, including net profits attributable to Hartville. All employers, contractors, sub-contractors, or others who have one or more employees are required to withhold 1% of all employees' gross wages and submit this amount to the Village of Hartville.

The information hereby submitted is true and correct

Signed \_\_\_\_\_ Date \_\_\_\_\_