

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 **Zoning 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 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). No fence shall extend further than 15' from the corner of the lot.
2. Fences shall not exceed six (6) feet in height in the rear yard and four (4) feet in height in the side yard. Fences shall not exceed eight (8) feet in height in the M-1 District or where approved by the Planning Commission for screening purposes in other districts. Fences along the front edge of any front yard, may be constructed to a maximum height of four (4) feet.

VILLAGE OF HARTVILLE, OHIO
ZONING DEPARTMENT
APPLICATION FOR
ZONING PERMIT

Zoning permit No. _____

Date Issued _____

SANITARY DISCHARGE APPROVAL
BY BOARD OF PUBLIC AFFAIRS

Date: _____

A scale plan must be submitted with this application showing the size and location of the Lot, the dimensions and location of the proposed building or structure on the lot and the dimensions and location of existing buildings or structures on the lot.

Name of Applicant _____ Phone _____

Address _____

Owner of Premises _____ Address _____

Email Address: _____

Application is hereby made to: (Description of Work) _____

To be used for (Indicate purpose, number of units or offices, etc.) _____

On premises located at _____

DESCRIPTION

(1) Size of lot: _____ feet wide _____ feet deep

(2) Size of building or structure: Floor area _____
Maximum: Width _____ ft. Depth _____ ft.
Height: Stories: _____; feet _____

(3) Location on Property: _____

Proposed Yards

FRONT _____ ft. from Property Line to Building or Structure.

SIDE _____ ft. from Property Line to Building or Structure.

SIDE _____ ft. from Property Line to Building or Structure.

REAR _____ ft. from Property Line to Building or Structure.

(4) Character of Construction _____
(Brick, Frame)

(5) Estimated Cost of Work \$ _____

(6) Present use of Land, Existing Buildings or Structures on Lot: _____

Signature of Applicant

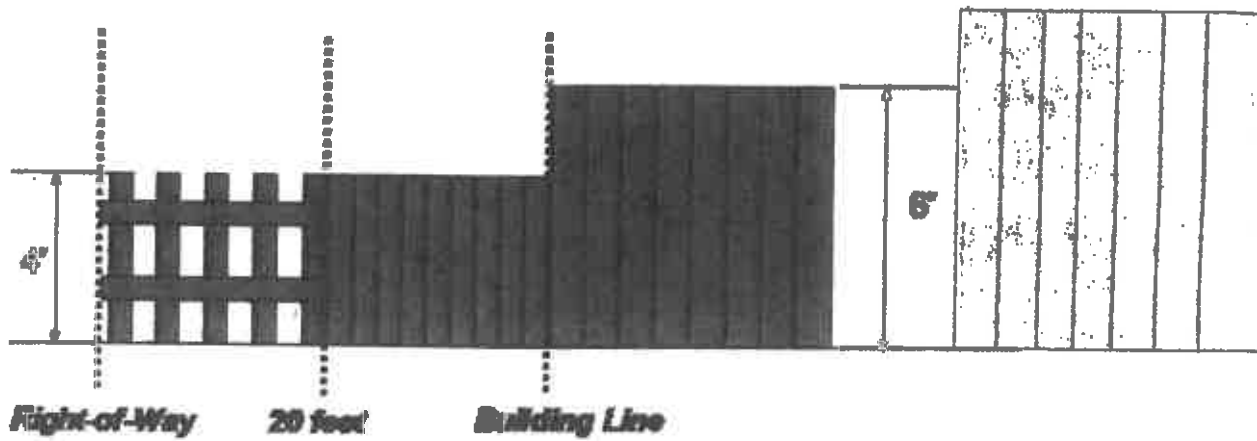
Please note any additional information on separate sheet and attach to this form.

CERTIFICATION OF ZONING INSPECTOR'S EXAMINATION

I have examined the foregoing application, plans and information, found them not / to conform with the zoning requirements and grant / refuse them a Zoning Permit.

By _____ Date _____

Fig. 1
Fences in Front Yards [Side View]



PERMITTED LOCATION OF FENCES BY TYPE

Fig. 2
Fences in Front Yards
[Plan View]

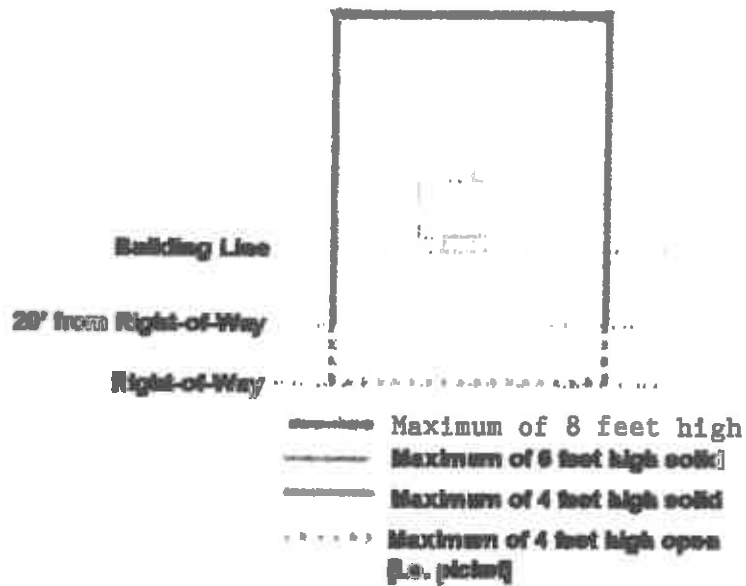
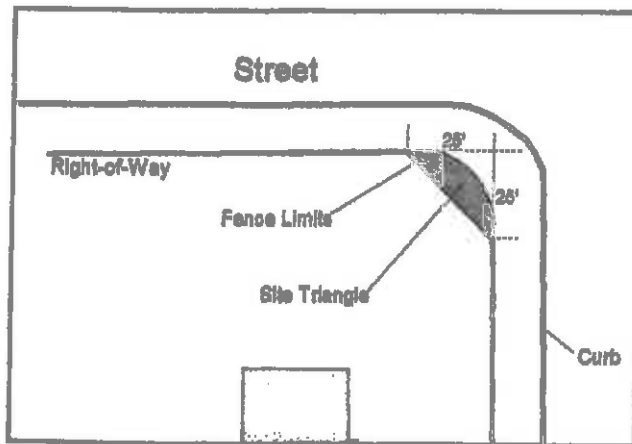
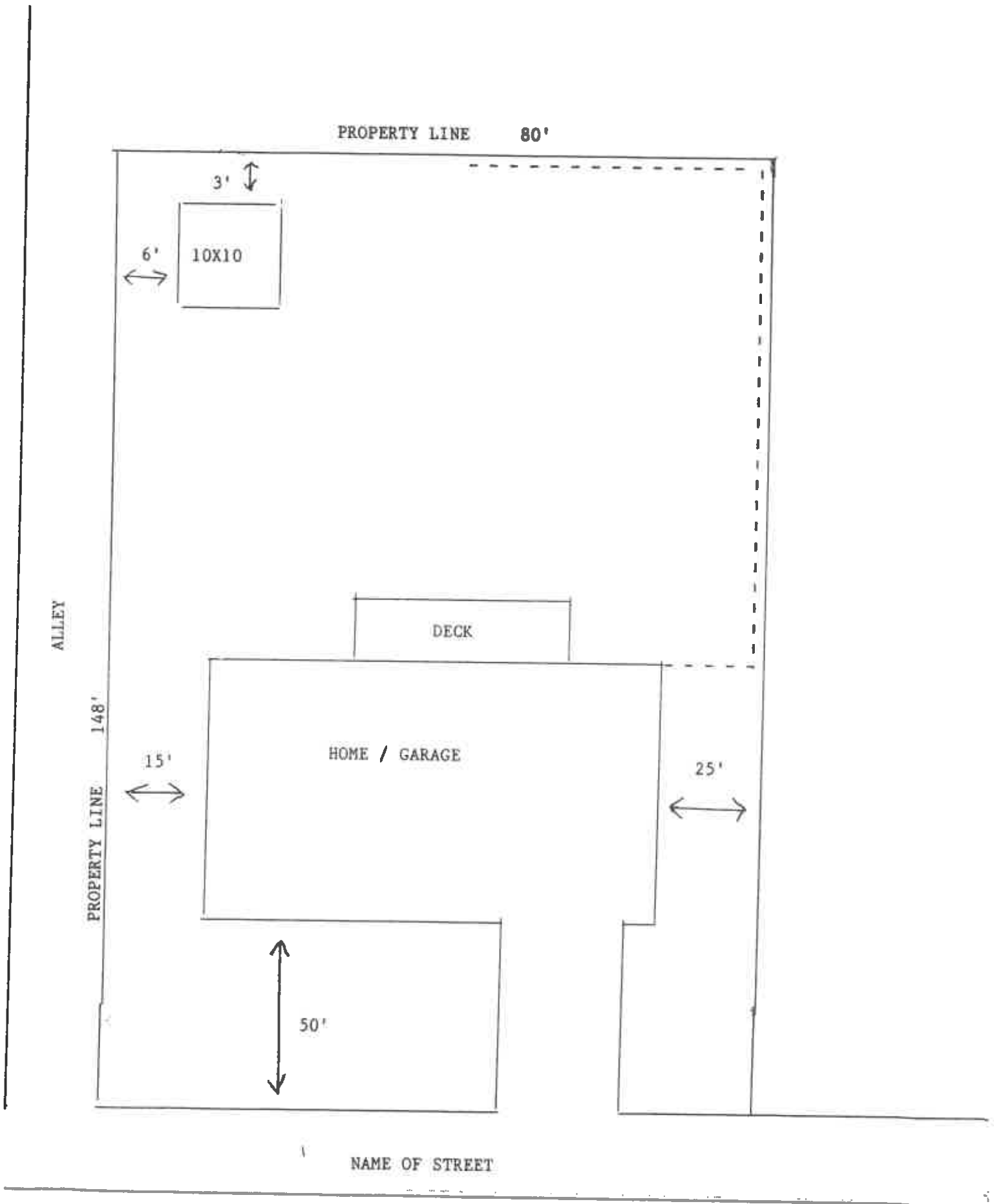


Fig. 3
Fences on Corner Lots
Fences must not be located in "site triangle"



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 _____ EMAIL: _____

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

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 15th. Failure to file or request an extension on or before the April 15th due date will result in a \$25.00 late filing penalty.

Tax forms can be obtained on our Website at 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

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 _____