PROCEDURES FOR PERMIT APPLICATIONS

The following must be completed when applicants are applying for permits:

1. All information must be completed.

2. **Description section** must be filled out completely to the best of your knowledge.
   New Businesses – does not need to fill this section out.

3. A Plot Plan is required for Residential applicants requesting a permit for a new building or building addition(s) exceeding 50% of the existing structures' square footage must submit a detailed plot plan.

   The plot plan must illustrate property boundaries, setbacks, and the locations of all existing and proposed structures and utility connections.

   The plan must also show existing topography, proposed lot grading and drainage patterns, and the finished floor elevation (FFE) of the new building or addition(s).

4. A Site Plan must be submitted with the following permits:
   Swimming Pools, Accessory Buildings, Chicken houses, Fences, Decks and Tents

5. Any permit issued shall **automatically expire one year** from its issuance, unless work has commenced under the permit.

Missing information that is needed for approval of permit will not be approved and will be returned to applicant causing a delay of any type of construction.

Hartville Zoning Department

ZONING PERMIT PROCEDURE

A ZONING PERMIT NEEDS TO BE ISSUED FOR A NEW HOME, TWINPLEX, DUPLEX, STORAGE SHED, DECK, GARAGE ADDITION, ROOM ADDITION, FENCE, ABOVE GROUND POOL AND IN-GROUND POOL. (OUTSIDE STRUCTURES ONLY) – SITE PLAN MUST BE SUBMITTED WITH THE PERMIT

THE FEE FOR THIS PERMIT IS AS FOLLOWS:

ZONING PERMITS:		
Single family (per dwelling unit)	$125.00	$0.10 per S/F outside dimensions
Two & Three family (per dwelling unit)	$150.00	$0.10 per S/F outside dimensions
Residential Additions and Alterations to existing structures including Attached and Detached garages and decks	$ 50.00	$0.10 per S/F outside dimensions
Accessory buildings: including Sheds and Playhouses		
Up to 100 sq. ft.	$25.00	
101 to 200 sq. ft.	$50.00	$0.10 per S/F outside dimensions
Swimming pools (in-ground or above ground).	$50.00	
New Business Permit	$100.00	
Relocation within Village	$ 50.00	
New/Expansion Construction	$200.00	$0.10 per S/F outside dimensions
**Plan review	$250.00	
Zoning Map	$ 5.00	
Zoning Ordinance	$ 20.00	
Fence and Tent Permits:	$50.00	
Replacement Fences (no height changes)	No Fee	
Mobile Food Vending Permit	$100.00	
Permits not listed: (e.g. Chicken House)	$50.00	
Renewal Fee	$25.00	
Subdivisions:		
Preliminary plan, application, review	$250.00	$5.00/lot
Final plat	$250.00	10.00/lot

SIGN PERMIT INFORMATION

Costs are as follows:

50 sq. ft. or less	**$ 50.00**	**Sandwich/menu Boards**	**$ 30.00**
50 to 99 sq. ft	**$100.00**	**Subdivision sign (perm)**	**$ 50.00**
100 sq. ft. or over	**$175.00**	**Script change only**	**$ 40.00**
Off-remises sign	**$300.00**	**Temporary Sign, Maximum 24 sq. ft. (90 days)**	**$50.00**
Home occupation sign	**$ 35.00**		

Any change needs a sign permit – whether using an existing sign for another company (painted over or old frame used for new) portable or new. The permit is for that location only (can't be moved to another location without another permit).

Two (2) drawings of the sign are needed – one showing the positioning on the property and one (1) of the side view of the sign with wording, indicating if it's on a building, pole, temporary or ground.

STORM WATER RUN-OFF APPROVAL
By Village Engineer
Sanitary Hookup Approval
By Board of Public Affairs
Lateral Installation Inspection
By Sewer Inspector

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 _____
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 _____

SAMPLE SITE PLAN

