

—THE VILLAGE OF— SWANTON

219 Chestnut Street, Swanton, Ohio 43558

Phone: (419) 825- 1827

www.villageofswantonohio.us

For Staff Use Only

Staff Initials:

Time stamp of receipt of application:

Review Information

1. This application should be used for any development that requires a zoning permit including, but not limited to, new building, new business or change of business, accessory buildings, fences, pools, decks, and outdoor sales/ displays. Please refer to Section 150.297 of the Codified Ordinances for additional information on permit requirements.
2. Excavations for buildings or site improvements shall not be started, or buildings, structures, or parts thereof, shall not be erected, altered, or moved until a zoning permit has been applied for and approved by the Village Administrator.
3. Please be advised that a building code permit may also be required and it is the responsibility of the applicant to apply for said permit, if applicable.
4. It is not the duty of the Village of Swanton to enforce deed restrictions; this is a matter between property owner and developer.
5. *Applicants must provide a plan drawn to scale, showing actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot, and locations and dimensions of the proposed buildings or alterations.*
6. The applicant shall verify any existing easement(s) and/or right of ways. Any permit issued upon false statement of any fact which is material to the issuance hereof, shall be void. All permit fees are non-refundable.
7. This permit shall expire and will be revoked if work has not begun within one (1) year or work has not been completed within two (2) years without requesting an extension.

Basic Project and Site Information

Project Address:

County: ☐ Lucas ☐ Fulton | Type of Lot: ☐ Inside ☐ Corner ☐ Irregular (flag) ☐ Other

Parcel Number:

Cost of Construction:

Type of Application: (Please check one box: ONE APPLICATION PER CATEGORY)

☐ Single Family Dwelling

☐ Residential construction/ addition

☐ Industrial construction/ addition

☐ Multi- Family Dwelling

☐ Commercial construction/ addition

☐ Deck

☐ Pool

☐ Fence

☐ Accessory Structure

☐ Shed-on slab

☐ Shed-on skid

☐ Permanent Sign

☐ Temporary Sign

☐ Other: _____

Applicant Information

Applicant Name:

Address:

Phone Number:

Email:

Contractor Information (if applicable)

Name:

Address:

Phone Number:

Email:

Location Survey

A location survey, by a licensed surveyor, is strongly suggested if your construction is within 10 feet of a setback line.

If a location survey is NOT obtained by the owner:

- The property lines are the sole responsibility of the owner to obtain and will not be provided by the Village.

Information Provided by Survey or Owner (if applicable)

Dimensions of Lot and Existing Building/ Structure (ROW: Right of Way)

Main road frontage _____feet; lot width t building set back line ____ feet

Set back of main building/ structure from road ROW _____ feet

Side yard setbacks of building/ structure ____ side ____feet; ____side ____ feet

Rear yard setback of main building/ structure from rear lot line ____ feet

Proposed Building Information (new construction, dwelling, garage, accessory building)

Site location and detailed drawing required

Main road frontage _____feet; lot width t building set back line ____ feet

Set back of main building/ structure from road ROW _____ feet

Side yard setbacks of building/ structure ____ side ____feet; ____side ____ feet

Rear yard setback of main building/ structure from rear lot line ____ feet

Dimension of proposed building/ structure; width ____feet; length ____ feet

Distance of proposed accessory building from main building ____ feet

Information Needed if Zoning Permit is for a Fence (skip if not applicable)

It shall be the duty of each property owner to determine property lines and to ascertain that the fence does not deviate from the plans as approved by the Village Administrator (Section 150.103 of Village Code of Ordinances)

Type of Fence: (please check one)

Open Ornamental: (types) ☐ Rail or Split Rail Fence ☐ Picket ☐ Shrubbery or Hedges
Privacy Fence: (types) ☐ Basket Weave or Woven ☐ Louver or Ventilating ☐ Stockade
☐ Chain Link

Linear Feet of Fence: _____feet

Height of Fence: _____feet

Information Needed if Zoning Permit is for a Pool (Skip is not applicable)

Site location and detailed drawing required including fence location

Type of Pool (please check one) ☐ Below Groun ☐ Above Ground

*Please ask the Village for information concerning a possible sewer discount upon filling your pool.

Information Needed if Zoning Permit is for a Sign (skip if not applicable)

Site location and detailed drawing required including fence location

Type of Sign: (please check one) ☐ Permanent ☐ Temporary

☐ Pole ☐ Wall
☐ Low profile

Sign Illumination (Please check one)

☐ Internal ☐ External ☐ Neon ☐ LED ☐ Digital ☐ Message Boards ☐ None

Sign Dimensions Height: _____feet Width: _____feet Length: _____

Height above grade: _____ Total square footage: _____

Fees

All fees will be processed upon approval of application to ensure correct prices are paid.

Residential/ Accessory Structures *

- \$50.00 flat fee plus \$1.50/\$1,000 of construction costs for a zoning permit shall be charged whether the construction is new or for alterations on an existing structure.

Commercial/ Industrial/ Multifamily (Up to 2 Units) *

- \$100.00 flat fee plus \$1.50/100 sq. ft. of area for a zoning permit shall be charged whether the construction is new or for alterations on an existing structure.

- | | |
|--|---|
| • Fence: \$20.00 | • Pool: \$20.00 |
| • Sign: \$0.50 per square foot of sign | • Extension: \$100.00 |
| • Shed (on slab) or (on skid) accessory structure: \$10.00 | • Site Plan and/ or Plat Review: \$250.00 |

Total Fees: _____

*The Village of Swanton has adopted the commercial building code and inspections are completed by Wood County Building Inspection (419) 354-9190. It is recommended that all residential construction be in compliance with the latest edition of the Residential Code of Ohio for One, Two, and Three Family Dwellings.

If construction has been started or complete prior to obtaining all necessary permits, the normal fee will be doubled. The late fee shall not relieve the owner from complying with all provisions of the zoning code.

Certification and Signatures

Applicant Signature- I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any other review applications.

Print Name: _____

Signature: _____ Date: _____

Zoning Permit Approval- For Staff Use Only

The signature below authorizes only that work was ☐ APPROVED ☐ DENIED as part of this application.

Signature: _____ Date: _____

Comments:

Zoning Variance- For Staff Use Only

The signature below authorizes only that the variance was ☐ APPROVED ☐ DENIED
☐ APPROVED WITH CONDITIONS

Signature: _____ Date: _____

Insert time stamp on day of approval or denial here:

Submittal request Checklist

General Information: Required for All Types of Zoning Permit, Work, and Projects
(Additional forms may be necessary for conditional use, variance, and multiple projects)

<input type="checkbox"/>	Zoning Permit Application form
<input type="checkbox"/>	Application fee to be paid upon application approval (varies for type of zoning application)
<input type="checkbox"/>	Any additional information determined to be necessary by the Village Administrator

Nonresidential- New Building or Expansion of an Existing Structure

<input type="checkbox"/>	Location survey is strongly recommended to be conducted by a licensed surveyor
<input type="checkbox"/>	Drawing of current structure (if applicable) and proposed structure with dimensions
<input type="checkbox"/>	A scaled site layout plan or map (produced by the survey) that illustrates all existing or proposed buildings, structures, driveways, and impervious surfaces. Such plan shall include dimensions of setbacks from all lot lines and any other dimensions needed to demonstrate compliance

Residential- New Building or Expansion of an Existing Structure

<input type="checkbox"/>	Location survey is strongly recommended to be conducted by a licensed surveyor
<input type="checkbox"/>	Drawing of current structure (if applicable) and proposed structure with dimensions
<input type="checkbox"/>	A scaled site layout plan or map (produced by the survey) that illustrates all existing or proposed buildings, structures, driveways, and impervious surfaces. Such plan shall include dimensions of setbacks from all lot lines and any other dimensions needed to demonstrate compliance

Fences and Walls

(Temporary fences are not allowed unless part of a commercial construction project)

<input type="checkbox"/>	Location survey is strongly recommended to be conducted by a licensed surveyor (if fence is being moved or varies from an existing fence)
<input type="checkbox"/>	Drawing of current structure and proposed structure with dimensions
<input type="checkbox"/>	A scaled site layout plan or map (produced by the survey) that illustrates all existing or proposed buildings, structures, driveways, and impervious surfaces. Such plan shall include dimensions of setbacks from all lot lines and any other dimensions needed to demonstrate compliance
<input type="checkbox"/>	Information or examples regarding the type (style) of fencing or fence materials

Pool

<input type="checkbox"/>	Location survey is strongly recommended to be conducted by a licensed surveyor
<input type="checkbox"/>	Drawing of current structure and proposed structure with dimensions
<input type="checkbox"/>	A scaled site layout plan or map (produced by the survey) that illustrates all existing or proposed buildings, structures, driveways, and impervious surfaces. Such plan shall include dimensions of setbacks from all lot lines and any other dimensions needed to demonstrate compliance
<input type="checkbox"/>	An understanding that all pools, below ground or above ground, must have locking gates and/ or ladders

Accessory Structure

<input type="checkbox"/>	Location survey is strongly recommended to be conducted by a licensed surveyor
<input type="checkbox"/>	Drawing of current structure (if applicable) and proposed structure with dimensions
<input type="checkbox"/>	A scaled site layout plan or map (produced by the survey) that illustrates all existing or proposed buildings, structures, driveways, and impervious surfaces. Such plan shall include dimensions of setbacks from all lot lines and any other dimensions needed to demonstrate compliance
<input type="checkbox"/>	An understanding that one accessory structure is allowed per parcel. If a new structure is being constructed the old structure must be removed by the completion date of the new structure.