

VILLAGE OF PUT-IN-BAY PLANNING COMMISSION

P.O. BOX 481 • 435 CATAWBA AVE. • PUT-IN-BAY, OHIO 43456 • PH 419 285-5112 • FX 419 285-2243

Dear Applicant:

Enclosed is your application packet for a Put-in-Bay Village Zoning Permit. Please type or print all information clearly.

The Permit Application and checklist must be complete, legible, and submitted with **PAYMENT IN FULL AND SIX (6) COPIES** to the Planning Commission Clerk at least **10 days prior** to the next scheduled Planning Commission meeting. Planning Commission meetings are held the first Monday of the month at the Put-in-Bay Town Hall.

Permit Checklist; Include and complete the following criteria:

1. _____ North Arrow on Site Plan Sheet
2. _____ Boundaries of the Lot
3. _____ Adjacent Property Owners
4. _____ Building Location and Set Backs
(Front yard set backs are to be measured from the street right-of-way)
5. _____ Existing and Proposed Access to Public or Private Right-of-Way
6. _____ Location and Details of Any Proposed Signs
7. _____ Proposed Landscaping, to include Existing and Proposed Sidewalks
8. _____ Identify Site and Ground Slope Elevation Drainage Characteristics
9. _____ Flood Plain Information, if applicable
10. _____ Construction within 300 feet of the Shore Line Must Address the Lake Erie Water Snake
(Contact Planning Commission Clerk for Information)
11. _____ Attach Information on any Proposed Structures, including Dimensions, Floor Plans, Elevations and Specifications of Façade Building Materials
12. _____ Attach Proof of Owner for the Parcel of Land in Question
13. _____ PAYMENT IN FULL, Using the Zoning Fee schedule calculate the amount due including the percentage for the Certificate of Completion. Checks are to be made payable to the Village of Put-in-Bay Planning Commission.
14. _____ At the completing of the project, it is the Owner's responsibility to call the Zoning Inspector for a Certificate of Completion.

****Failure to complete all required elements will result in delays in your application request.****

Any questions contact the Village Zoning Inspector, Scott Sneller at 419 341-0882, or the Planning Commission Clerk at 419 285-5112.

Sincerely,
Village of Put-in-Bay Planning Commission

APPLICATION FOR ZONING PERMIT

Application Number _____

To the Village of Put-in-Bay Planning Commission:

The under signed hereby applies for a zoning certificate for the following use, to be issued on the basis of the representations contained herein, all of which the applicant says are true:

1. Location of Property _____

Zoning Classification _____

Section _____ Block _____ Lot _____ Subdivision _____

2. Name of Land Owner _____

Mailing Address _____

Telephone _____

3. Occupant _____

4. Existing Use _____

Proposed Use (explain) _____

_____ New Construction _____ Business _____ Electric
_____ Remodeling _____ Manufacturing _____ Plumping
_____ Accessory Building _____ Sign Board, Size _____
_____ Residence _____ No. of Families _____ Heat _____ Other

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

- a) Main Road Frontage _____ feet
- b) Set Back from side of road _____ feet
- c) Side Yard Clearance _____ feet
- d) Rear Yard Clearance _____ feet
- e) Depth of lot from right-of-way _____ feet.
- f) Dimensions of building:
Width _____
Depth _____
- g) Highest point of building above the established grade _____ feet

Number of stories _____ Basement _____

Usable floor space designed for use as living quarters, exclusive of basements, porches, garages, terraces, attics, or partial stories.

First Floor _____ square feet Second Floor _____ square feet
Off Street Parking _____ Number of Spaces (each space is to 10ft. x 20ft.)

6. Remarks:

Witness _____
Print Name Signature

Applicant: _____
Print Name Signature

By signing this application you certify that answers given herein are true and complete to the best of your knowledge.

NOTE: YOU MUST FILE SIX (6) COPIES OF THIS FORM.

Do not write below this line

Filed with Zoning Inspector _____
Date

CERTIFICATE OF OCCUPANCY

Upon the basis of Application No. _____, the statements in which are made a part hereof, the proposed usage is _____ found to be in accordance with the Village Zoning Ordinance and hereby _____ for the _____ District.
(approved/denied)

Village Zoning Inspector
Put-in-Bay Village, Ottawa County, Ohio

Date application received: _____

Date application ruled on: _____

Amount of Fee: _____ Amount Paid: (Date & Check #): _____

If certificate refused, reason for refusal:

ZONING PERMIT OF BUILDING AND SITE PLAN (Show North Arrow)