

VILLAGE OF PUT-IN-BAY PLANNING COMMISSION

P.O. BOX 503 • 435 CATAWBA AVE. • PUT-IN-BAY, OHIO 43456 • 419 285-2443 • pibmc@villageofpib.com

The Permit Application and checklist must be completed in its entirety, legible, and submitted with the Original and Six (6) COPIES to the Planning Commission and One (1) copy to the Village Administrator, and a \$1000.00 site plan fee. This application must be received at least **10 days prior** to the next scheduled Planning Commission meeting. Planning Commission meetings are held on the first Tuesday of the month at 11am at the Village of Put-in-Bay Town Hall.

Permit Checklist – Please place check once completed.

1. ___ *Name, address and telephone of Owner*
2. ___ *Name, address and telephone of Agent*
3. ___ *Name, address and telephone of person preparing site plan.*
4. ___ *North arrow and scale*
5. ___ *Location map*
6. ___ *Boundaries and dimensions of lot*
7. ___ *Acreage of lot or parcel*
8. ___ *Existing and proposed land use on site*
9. ___ *Existing and proposed zoning on site*
10. ___ *Existing land use and zoning of adjacent lots*
11. ___ *Building locations and setbacks – Front yard setbacks measured from the road right of way*
12. ___ *Existing and proposed access to public or private right of way*
13. ___ *Existing and proposed parking*
14. ___ *Existing and proposed floor plans*
15. ___ *Existing and proposed elevations*
16. ___ *Existing and proposed building materials*
17. ___ *Proposed signs: location, size, details*
18. ___ *Proposed landscaping*
19. ___ *Existing and proposed sidewalks*
20. ___ *Use of Nautical Theme or Victorian Theme*
21. ___ *Site Grading Plan*
22. ___ *Water/Sanitary/ Stormwater Drawings*
23. ___ *Flood plan information*
24. ___ *Provide documentation that water/sewer has been addressed with the Village Administrator*
25. ___ *Construction within 300ft of the shoreline must address Lake Erie Water Snake Habitat.*
26. ___ *Located in Special Flood Hazard Area (100-year flood plain) Yes or No*
27. ___ *Payment in Full. Please see the zoning fee schedule.*

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

All C1 and C2 districts will require a site plan review through Kleinfelder Group.

***** Please contact the Village Zoning Inspector with any questions at 419 341-3481.**

**SITE PLAN/ZONING PERMIT
APPROVAL SHEET**

Name of Person Requesting Site Plan Review:

Print: _____

Signature: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Location of Site: _____

*** It is recommended that the Ottawa County Building Department review your site plan before submitting it to the Village Planning Commission.***

Submit: \$1000.00, Six (6) copies of the site plan for the Planning Commission, and One (1) copy for the Village of Put-in-Bay Utilities Department.

Clerk Signature: _____ Received Date: _____

Village Administrator Approval:

Village Administrator Signature: _____ Date _____

Planning Commission Approval:

Chairperson Signature: _____ Date _____

Comments: _____

Zoning Inspector:

Signature: _____ Date _____

Note: If changes are made to the approved site plan, a new application must be submitted, and an additional fee must be paid. Construction must be done as approved.

APPLICATION FOR ZONING PERMIT

Village of Put-in-Bay, Ottawa County, Ohio

Application Number _____

The undersigned hereby applies for a zoning certificate for the following use, to be issued based on 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 Landowner _____

Mailing Address _____

Telephone _____

Email address _____

3. Occupant _____

4. Existing Use _____

Proposed Use (explain) _____

_____ New Construction

_____ Business

_____ Electric

_____ Remodeling

_____ Manufacturing

_____ Plumping

_____ Accessory Building

_____ Heat

_____ Residence

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 Right-of Way _____ feet

c) Side Yard Clearance

_____ Side _____ feet

_____ Side _____ feet

d) Rear Yard Clearance _____ feet

e) Dimensions of building: Width _____ Depth _____

f) Depth of lot from right-of-way _____ feet.

g) Highest point of building above the establish grade _____ feet

Application # _____

ZONING CERTIFICATE

Upon the basis of Application No. _____, the statements in which are made are 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

Date application received: _____

Date application ruled on: _____

Amount of Fee: _____

Amount Paid: (Date & Check #): _____

If certificate refused, reason for refusal:

