



APPLICATION FOR ZONING PERMIT
Village of Jackson Center
Shelby County, Ohio

(For Office Use Only)

Application # _____

Property Zoned As: _____

Date: _____, 20____

The undersigned applies for a Zoning Permit for the following use. Said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct. The responsibility of the knowing and / or proving the location of the property line falls on the property owner of the property that is being altered by construction or the owner applying for a zoning permit. The Village may assist with the location of property pins when personnel are available but are in no way responsible for the accurate location of any pins or property lines. **The applicant is responsible for meeting the guidelines for surface water runoff as addressed in the Village of Jackson Center Subdivision Regulations with NO land altering activity that will disperse runoff into contiguous properties.** (Section 600.20)

1) Location Description (If not located in a platted subdivision, attach a legal description.)

Street Address: _____

Subdivision Name: _____

Lot No. _____ Outlot No. _____ Acres: _____ Parcel: _____

Lot Size: Width _____ Depth _____ Area _____

2) Name of Owner (s): _____

Mailing Address: _____

Phone No.: Home: _____ Cell: _____ Work: _____

Contractor: _____ Contractor's Phone: _____

3) Existing Use: _____

4) Proposed Use:

(Mark purpose below) _____ Estimated Cost: _____

Residential Home _____	Commercial _____	Swimming _____	Industrial _____
Fence _____	Accessory Structure _____	Pool _____	Sign _____

5) Residential: (Sketch layout on Page # _____: (Page 3 for Interior Lot or Page 4 for Corner Lot)

No. of Residential Units _____	New Construction * _____	Addition * _____	Alteration * _____
Size: Story _____	Width _____	Length _____	Height _____
Living Area: _____ Sq. Ft.	Garage: _____ Sq. Ft.	Basement: _____ Sq. Ft.	
Setbacks Required: Front Yard: _____	Side Yard: _____	Rear Yard: _____	

*** NOTE : NEW HOMES AND REMODELS OVER \$8,000 MAY QUALIFY FOR CRA TAX EXEMPTION PROGRAM. SEE OFFICE FOR MORE DETAILS.**

APPLICATION FOR ZONING PERMIT Cont'd

6) Commercial or Industrial Use: (Attach Building Plans in Duplicate.)

New Construction: _____ Addition _____ Alteration _____

Size: Story _____ Width _____ Length _____ Height _____

Number of off-street parking spaces provided: _____

Number of off-street loading berths or docks to be provided: _____

Site Plan submitted in duplicate, drawn to scale showing actual dimensions and shape of lot with exact sizes and location of uses?

Yes _____ No _____

Building Plans submitted in duplicate, drawn to scale? Yes _____ No _____

Setbacks Required: Front _____ Side _____ Rear _____

7) Accessory Use:

Fence _____ Accessory Structure _____ Swimming Pool _____ Other _____

Dimensions: Height: _____ Length: _____ Width: _____ Size: _____

8) Signage:

Dimensions: Height: _____ Length: _____ Width: _____ Size: _____

Sketch of Sign and location on lot attached? Yes _____ No _____

9) Zoning Permit Fee paid?

Yes _____ No _____

10) Submitted to Shelby County Health Department (Building Permit)?

Yes _____ No _____

11) Signature of Owner: _____ Date: _____

NOTE: This permit shall be void if work is not started within one (1) year or completed within two (2) years.

(Space below reserved for office use only.)

Date Filed:

(Date Stamp or Attach Receipt.)

Issued: _____,20

Denied: _____,20

Signed: _____,20

Zoning Enforcement Officer

APPLICATION FOR ZONING PERMIT Cont'd

APPLICATION FOR ZONING PERMIT
INSTRUCTIONS

This application consists of three parts:

1. Application for Zoning Permit.
2. A sketch layout OR a Site and Building Plan.
3. Paid Fee per the schedule.

An application for a single family detached dwelling or a two-family dwelling use shall include the "Application for Zoning Permit" and a "Sketch Layout" on either Page 3 OR Page 4 of this application. A Set of Site/Building Plans may replace the "Sketch Layout". Each dwelling unit is required to have two off-street parking spaces. The minimum size of each space is 10' x 20'.

An application for **accessory structures**, including outbuildings, fences, pools, etc., shall include the "Application for Zoning Permit" (Pages 1 & 2) and a "Sketch Layout" (Pages 3 or 4) showing dimensions of the planned construction or addition.

An application for multi-family dwellings, public, commercial, or industrial use shall include the "Application for Zoning Permit" (Pages 1 & 2) and 2 sets of the Site and Building Plans. These must include plans for off-street parking and loading per the Zoning Regulations Requirements.

The Application and the Filing Fee (Currently \$25.00) must be submitted to the Village Office at 122 East Pike Street, Jackson Center, Ohio, 45334. Office hours are 8:00 a.m. to 4:00 p.m. Monday - Friday.

If you need assistance with your application, office personnel or the Zoning Officer will assist you.

In the event that an application is denied by the Zoning Enforcement Officer for cause, the applicant may appeal that decision to the Jackson Center Board of Zoning Appeals. An Application, "Notice of Appeal", is available at the Village Office. This appeal and a \$50.00 Filing Fee must be submitted to the Fiscal Officer or Village Office within twenty (20) days of the decision, specifying the grounds upon which the appeal is taken.

Village of Jackson Center
Zoning Ordinance 2004-19



Ed Maxwell
Zoning Enforcement Officer
Village of Jackson Center
Office: (937) 596-6314
Cell: (937) 726-1504