

**VILLAGE OF GENOA
ZONING PERMIT APPLICATIONS PROCEDURE**

- 1). Zoning applications may be obtained at the Administration Building: 102 E. 6th St.; phone 419-855-7791 (ext.4), Hours are Monday –Friday 8:00 -1:00 p.m.-& 2:00 - 4:30 p.m.
- 2). Site plan of existing, proposed buildings or additions with the outside dimensions of all structures shall be submitted with the zoning application to the Zoning Inspector.
- 3). The Zoning Administrator has ten (10) working days to approve, or reject a zoning
- 4). No work shall commence until the zoning application has been approved.
- 5). All proposed structures shall be properly staked, and property pins exposed, if possible.
- 6). Upon construction of any residential or commercial building, a tap fee for water, sanitary sewer, storm sewer and electrical must be paid to the Village Utilities Department; located at 102 E. 6th Street.
- 7). The Zoning Administrator shall inform any applicant if their lot or parcel falls within a flood plain, as certain building restrictions apply to these areas.
- 8). All zoning permits are good for only **one year** upon day of issuance.
- 9). A zoning permit is not needed from Ottawa County for a fence, or a swimming pool.
- 10). After a zoning application has been approved by the Village, the applicant must obtain a building permit from the Ottawa County Building Department. Also, an electrical, plumbing and heating permit, if applicable. Applicant must have a signed copy of approved zoning permit.
- 11). Ottawa County will no longer take a building permit for storage sheds less than 200 square feet.
- 12). All decks must obtain a zoning permit from Ottawa County.
- 13). All contractors have to be licensed, and registered with Ottawa County.

Zoning Permit Fees

Permits	Fees
Single Family	\$ 60.00
Two Family	\$ 75.00 & \$25/unit
Multiple Dwelling	\$ 75.00 & \$25/unit
Remodeling & Additions	\$ 35.00
Commercial	\$ 75.00/500 sq. ft.
Commercial Alterations	\$. 03/add sq. ft.
Industrial	\$125/500 sq. ft.
Industrial Alterations	\$.03/add sq .ft.
Swimming pools	\$ 20.00
Fences	\$ 20.00
Decks	\$ 20.00
Signs & Billboards	\$ 20.00
Garages & Accessory Buildings	\$15/150sq.ft;\$20/300 sq.ft.\$25/301 sq. ft.- \$35.00 for anything above 301 sq. ft.
Moving of Bldg/Driveway Install.	\$ 20.00
Demolition	\$ 20.00
Variance	\$150.00
Application for Zoning Change	\$150.00
Appeal	\$150.00
Conditional Use	\$150.00
Lot Split Review	\$ 30.00
Planning and Zoning Code	\$ 15.00

APPLICATION FOR ZONING PERMIT

Village of Genoa, Ottawa County, Ohio

The applicant hereby acknowledges that the permit shall expire and may be revoked if work has not been completed 1 year or substantially completed. The Zoning Inspector shall either approve or disapprove the application within 10 days of receipt of the application.

To The Zoning Inspector:

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

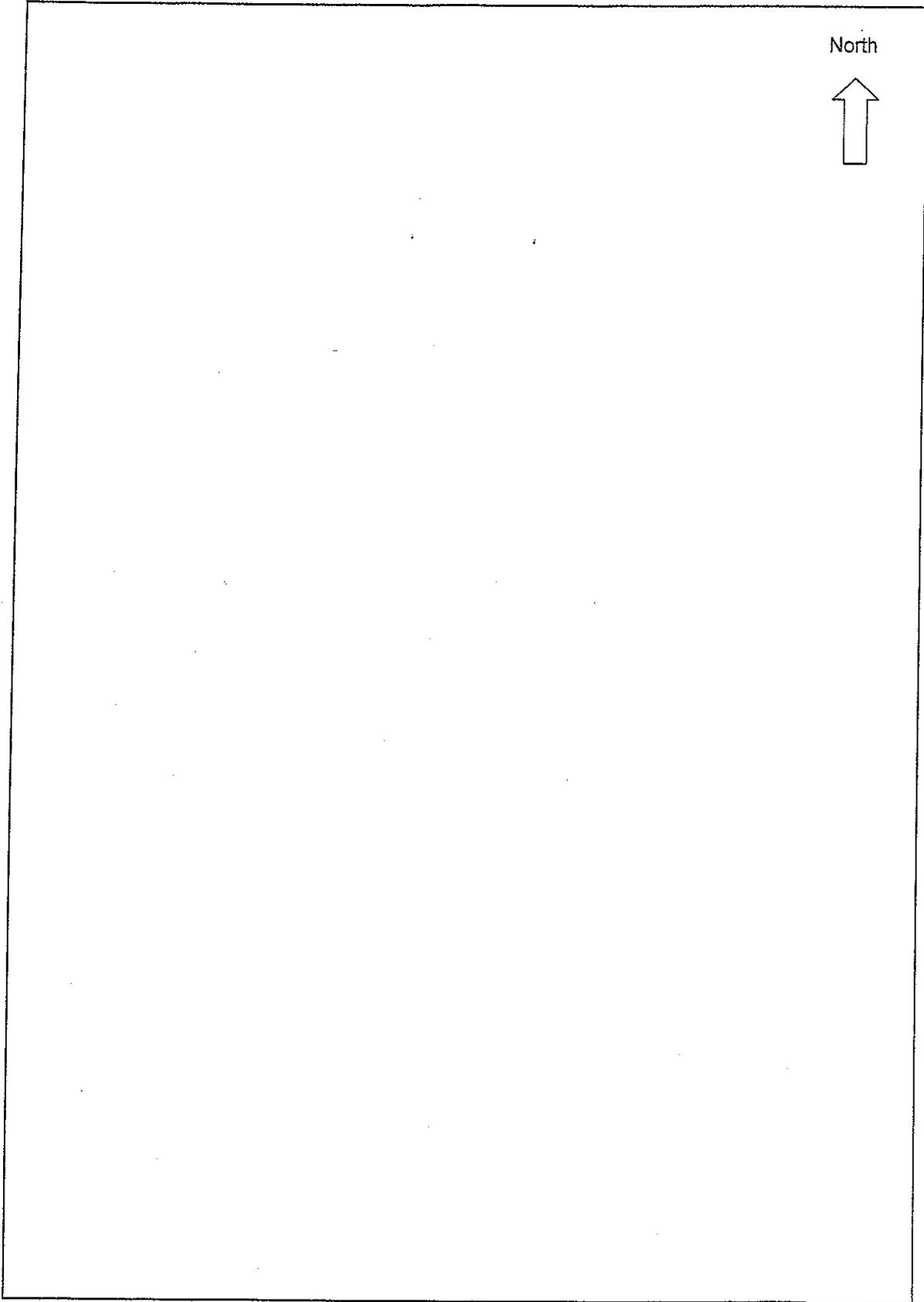
1. Name of Property Owner _____
 Address _____ Contact Number: _____
2. Location of Property _____
 Section _____ Block _____ Lot _____ Subdivision _____
3. Occupant (if applicable) _____
4. Proposed Construction or Use _____
5. Is property located in the Flood Plain? _____ No _____ Yes *If yes, complete the following:*
 - a. What is the elevation at the building site? _____ Feet
 - b. Request a Special Flood Hazard Area Develop Permit Application from the Zoning Inspector.
6. 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. Provide the following information on a site plan. *(See permit & site plan instructions for additional information.)*
 - A) Main road frontage (_____ feet).
 - B) Depth of lot from right-of-way (_____ feet).
 - C) Side yard clearance (_____ side _____ ft).
 - D) Rear yard clearance _____ feet)
 - E).Depth of Lot (_____ feet)
 - F.) Number of off-street parking spaces _____
 - G). *Number of off street parking spaces* _____

Contractor (if applicable) _____

Name
Address
Phone No.

SKETCH

(Draw to scale and show all necessary dimensions)



7. Buildings: Use _____

Number of stories _____ Basement _____ Number of Dwelling Units _____

8. Usable floor space designed for use as living quarters, exclusive of basements, porches, garages, breezeways, terraces, attics, or partial stories (*Prior to new construction*).

First Floor _____ Square Feet Second Floor _____ Square Feet

Signature of Applicant

Date

Witness

ZONING CERTIFICATE

Upon the basis of Permit No. _____, the statements in which are made a part hereof, the proposed usage (is/is not) found to be accordance with the Village Zoning Ordinance and is hereby (Approved /Rejected) for the _____ District.

Village Zoning Inspector
Village of Genoa

Date Application Received: _____ Date Application Ruled On: _____

Comments:

Permit Fee: \$ _____ Other Fees \$ _____ Total Fees: \$ _____

Date Paid: _____

Zoning permits may be picked up at the Administration Building, 102 E. 6th Street, Genoa, Ohio between the hours of 8:00 -12:00 and 1:00 & 4:30 p.m. Phone # (419) 855- 7791.

PERMIT AND SITE PLAN INSTRUCTIONS

INFORMATION TO BE INCLUDED ON SITE PLAN

**Please note all of the following may not apply.

Indicate any easements (water, sewer, electric) and/or alley
Indicate N, S, E, W
Fence height and type (Split Rail, Privacy etc.)

SELECT (See #4.) THE TYPE OF PROPOSED CONSTRUCTION

New Single Family Home
New Two-Family Home
New Multi Family Home
Attached Garage
House and Garage Additions
Accessory Buildings, Garages and Sheds
Sign
Pool
Fence
Commercial (new and additions)
Industrial (new and additions)
Demolition
Decks or Handicapped ramps

EXPLANATION (#6.) SITE PLAN INFORMATION

Show all measurements in feet

- A.) Main Road Frontage – Width of Lot
- B.) Depth of lot from right-of-way
- C.) All dimensions of Building(s) – Show all outside wall dimensions of existing and proposed construction
- D.) Side Yard Clearance – Measure from side of proposed construction to side yard property line.
- E.) Rear Yard Clearance – Measure from rear of lot line to the back of the proposed construction.
- F.) Number of off-street parking spaces-Dimensions of Driveway
- G.) Height of Building – Highest point of building above the established grade

OHIO UTILITIES PROTECTION SERVICE
CALL 48 HOURS BEFORE YOU DIG-IT'S THE LAW
1-800-362-2764

Title Nine – Zoning Use District Regulations
The two most common code violations

CHAPTER 1181 – FENCES

1181.05 Fence and Planting regulations

In a residential district:

- a) No fence shall be maintained in front of a line that is parallel to the rear of the dwelling and six inches in front of such rear of such dwelling.
- b) No fence shall be maintained higher than four feet except as noted below in which case the fence can not be maintained higher than six feet:
 - Any side of the property that is adjacent to, property not zoned R1, R2, R3, and R4.

In a commercial district:

- a) No fence within a commercial district shall exceed six feet in height.
- b) Where justified, a variance may be obtained to allow a fence to exceed six feet in height.

1181.06 Traffic Visibility Across Corner Lots

On any corner lot, in any “S” or “R” district, no fence, structure, or planting shall be erected or maintained within twenty feet of the corner at a height of more than three feet above the curb or street grade, or so as to interfere with traffic visibility across the corner.

1181.07 Fence Construction

A fence shall be constructed such that:

- a) Supporting/anchoring fence members (poles/beams) shall be installed facing the inside of the applications property unless such members are equally visible from either side of the fence.
- b) The fence must be constructed such that the face of the fence is vertical to the horizon. Further said fence must be maintained to within +/-5 degrees from vertical.
- c) Except where allowed, no fence shall have a height greater than 4 feet (48 inches) in height as measured from the ground to the highest point within an 8 foot horizontal section.
- d) Where allowed, any portion of a fence that is greater than 4 feet (48 inches) in height as measured from the ground to the highest point within an 8 foot horizontal section must be ventilated.
- e) Examples of ventilated sections are “Shadow Box,” “Picket,” Lattice” and “Chain-link.”
- f) Violations to these regulations will be enforced per Chapter 1133.99 of the Genoa Codified Ordinances.

1181.08 Fence Location

No fence shall be constructed closer than three feet to the adjoining property line, except where the side or rear yard abuts a street or alley in which case the fence must be maintained outside the right-of-way.

- a) Prior to approval of a common fence, a copy of all deeds affected by this request must be submitted to the Zoning Board of Appeals indicating the allowance of a common fence on said property.
- b) In instances where a question arises as to the street or alley right-of-way, the applicant shall provide a current survey of the property completed by a certified surveyor.

1181.09 Fence Permit

- a) No fence shall be erected without first securing a permit from the Zoning Inspector, regardless of the cost.
- b) Failure to secure a permit prior to installation of a fence is subject to Chapter 1133.99 of the Genoa Codified Ordinances.

CHAPTER 1161

1161.06 Private Swimming Pools

- 3) The swimming pool area shall be fenced so as to prevent uncontrolled access by children from the street, or from adjacent properties. Such fence shall not be less than 4 feet (48 inches) in height and maintained in good condition per chapter 1153 sections 05 through 09.

1187.04 Private Swimming Pools

- a). No private swimming pool, exclusive of portable swimming pools, with a diameter of less than twelve (12) feet, and with an area of less than one hundred fifteen (115) square feet and with a maximum depth of thirty (30) inches or less, or of a farm pond, shall be allowed in any "A", "S" or "R" District, except as an accessory use, and shall comply with the following requirements:
 1. The pool is intended to be used solely for the enjoyment of the occupants of the principle use of the property on which it is located.
 2. The pools may not be located, including any walks or paved area or accessory structures adjacent thereto, closer than ten (10) feet to any property line of the property on which the pool is located.
 3. The swimming pool, or the entire property on which it is located, shall be walled or fenced so as to prevent uncontrolled access by children from the street, or from adjacent properties. Such fence or wall shall be not less than four (4) feet in height, and shall be maintained in good condition. (Location and type of fence shall be controlled by Sections 1181.07 and 1181.08).