

**VILLAGE OF GENOA
ZONING PERMIT APPLICATIONS PROCEDURE**

- 1.) Zoning applications available online at: **genoahio.org / home/ printable forms**, or the Administration Office; 102 E. 6th St. Genoa, Ohio - Phone, (855-7791). Hours Monday – Friday **8:00 a.m. to 4:00 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 application.
- 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.) After the zoning application is approved the applicant must obtain a **building permit, an electrical, plumbing, or heating permit if applicable, from the Ottawa County Building Department.**
- 7.) A zoning permit is not needed **from Ottawa County Building Department** for a **fence**, or a swimming **pool**.
- 8.) 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.
- 9.) 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.
- 10.) Applicants must have with them a copy of the Village Zoning Permit when applying for a building, electrical, or plumbing permit with Ottawa County Building Department.
- 11.) The County Building Department will no longer take a building permit **for storage sheds 200 square feet or less**
- 12.) All zoning permits are good for only **one** year from day of issuance.
- 13.) **All decks** must obtain a permit from the County.

Zoning Permit Fees

<u>Permits</u>	<u>Fees</u>
Single Family	\$60.00
Two Family	\$75 & \$25/unit
Multiple Dwelling	\$75 & \$25/unit
Remodeling & Additions	\$35
Commercial	\$75/500 sq. ft.
Commercial Alterations	\$.03/add sq. ft.
Industrial	\$125/500 sq. ft.
Industrial Alterations	\$.03/add sq. ft.
Swimming pools	\$20
Fences	\$20
Decks	\$20
Signs & Billboards	\$20
Garages & Accessory Buildings. (Co. Permit required for 200/+ sq. ft.)	(\$15/150 sq. ft.) – (\$20/300 sq. ft.) (\$25/301 sq. ft.) – (\$35/over 301sq. ft.)
Moving of Bldg./Driveway Install.	\$20
Variances	\$150
Amendments	\$200
Demolition	\$20

ZONING PERMIT APPLICATIONS

Ottawa County, Ohio

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

1. Name of Property Owner _____

2. Address _____ Phone # _____

(applications returned via e-mail) E-mail Address _____

3. Occupants (if applicable) _____

4. Proposed Use:

- _____ Fence
- _____ Deck - Size _____
- _____ Accessory Building, Garage, Shed
- _____ Swimming Pool
- _____ Demolition
- _____ Other (explain) _____
- _____ Remodeling
- _____ Sign Board - Size _____
- _____ Change of use
- _____ Variance
- _____ New Construction – Home or Business

5. Provide Sketch of lot, showing existing buildings and proposed construction, fence, deck, pool and or use for which application is made. (Fill in all dimensions, include lot lines, distance from lot lines, and indicate North and South).

(Building /New Construction permit)

- a. Main road frontage _____ ft.
- b. Set back from side of road right-of-way _____ ft.
- c. Side yard clearance: Right side _____ ft. ; Left side _____ ft.
- d. Rear yard clearance _____ ft.
- e. Depth of lot _____ ft.
- f. Dimensions of Building; Width _____ ft. ; Depth _____ ft.
- g. Highest point of building above the established grade _____ ft.

6. Building Use _____; Number of Stories _____ ; Basement (yes or no)

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

First Floor _____ square ft.; Second floor _____ square ft.

7. Remarks: _____

Signature of Applicant: _____ Date: _____

ZONING CERTIFICATE

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

Village Zoning Inspector
Village of Genoa

Date: _____

Comments:

Sketch of lot