

**APPLICATION FOR ZONING PERMIT<sup>1</sup>**  
**MANTUA VILLAGE, OHIO**

**Application No.** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

*This form shall be used to apply for zoning permits for permitted and conditionally permitted uses as specified in the Mantua Village Zoning Ordinance. All applications shall be filed with the Village Zoning Inspector and accompanied by all information, plans and supporting documentation required in this application. Fees for the zoning permit application will be as specified by the fee schedule and payable prior to issuance of permit. Incomplete applications will not be acted upon. Two (2) copies of this application, plans and information shall be required to be submitted.*

The undersigned applicant applies for a zoning permit. Decisions on this permit application will be made on the basis of the information contained in this application. The applicant certifies that all information made a part of this application is true and correct.

**1. Applicant Information**

Name of Applicant: \_\_\_\_\_  
 Address of Applicant: \_\_\_\_\_  
 Phone/Fax Numbers of Applicant: Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 email address: \_\_\_\_\_  
 Status of Applicant: Owner of property \_\_\_\_\_ Agent \_\_\_\_\_  
 If applicant is agent for the owner, attach letter of authorization from the owner.

**2. Owner of Subject Property Information**

If property owner is same as applicant, you do not need to complete section 2.

Name of Owner: \_\_\_\_\_  
 Address of Owner: \_\_\_\_\_  
 Phone/Fax Numbers of Applicant: Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 email address: \_\_\_\_\_

**3. Occupant of Property if Other Than Owner:**

Name of Occupant: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Rental \_\_\_\_\_ Other \_\_\_\_\_ (Explain) \_\_\_\_\_

**4. Legal Description of Property Attached or Enclosed:** yes \_\_\_\_\_ no \_\_\_\_\_

**5. Existing Use** \_\_\_\_\_

**6. Proposed Use-General Description** \_\_\_\_\_

<sup>1</sup> This form subject to change. Please check with the Zoning Inspector for the latest form.

7. If request is for conditionally permitted use, attach list containing names and mailing addresses of all owners of property within 250 hundred feet of the subject property.

8. Check And Fill In All That Apply To This Permit Application:

A. Type of Activity

- a. New Construction \_\_\_\_\_
- b. Structure Modifications/Addition \_\_\_\_\_
- c. Demolition \_\_\_\_\_
- d. Is subject property located within the Floodplain and subject to Mantua Village Codified Ordinances Chapter 1309? (yes/no) \_\_\_\_\_

B. Type of Use

Specific Uses

- |                       |       |       |
|-----------------------|-------|-------|
| a. Residential        | _____ | _____ |
| b. Agricultural       | _____ | _____ |
| c. Recreational       | _____ | _____ |
| _____                 |       |       |
| d. Commercial Retail  | _____ | _____ |
| e. Commercial Office  | _____ | _____ |
| f. Commercial Service | _____ | _____ |
| g. Industrial:        |       |       |
| Manufacturing         | _____ | _____ |
| Warehousing           | _____ | _____ |
| Other                 | _____ | _____ |
| h. Institutional      | _____ | _____ |
| i. Public Use         | _____ | _____ |
| j. Home Occupation    | _____ | _____ |
| k. Other Use          | _____ | _____ |
| l. Accessory Use      | _____ | _____ |

C. Area, Height, Bulk, Dimensions, Units

- a. Number of Units Proposed \_\_\_\_\_
- b. Residential Square Footage Total Living Floor Area Proposed \_\_\_\_\_ (sq. ft.)  
(Exclusive of basement floor areas not devoted to residential use, porches, terraces, garages, or other spaces not in compliance with building code for habitable space.)  
  First Floor \_\_\_\_\_ (sq. ft.)  
  Second Floor \_\_\_\_\_  
  Third Floor \_\_\_\_\_
- c. Non Residential Square Footage of Floor Area \_\_\_\_\_ (sq. ft.)  
(Exclusive of stairs, washrooms, elevator shafts, maintenance shafts and rooms, storage spaces, display windows, fitting rooms and similar areas)
- d. Basement \_\_\_\_\_ (sq. ft.)
- e. Height of Structure \_\_\_\_\_ (ft.)
- f. Off Street Parking: Number of Spaces \_\_\_\_\_ Area \_\_\_\_\_ (sq. ft.)

**D. Accessory Structure/Uses**

- a. Sign \_\_\_\_\_ Size of Sign Area \_\_\_\_\_ Sign Height \_\_\_\_\_  
Illuminated \_\_\_\_\_
- b. Pool \_\_\_\_\_ In Ground \_\_\_\_\_ Above Ground \_\_\_\_\_  
Height Above Ground \_\_\_\_\_ Size \_\_\_\_\_
- c. Garage \_\_\_\_\_ Size \_\_\_\_\_ Height \_\_\_\_\_
- d. Fence \_\_\_\_\_ Height \_\_\_\_\_ Material \_\_\_\_\_
- e. Storage Building \_\_\_\_\_ Size \_\_\_\_\_ Height \_\_\_\_\_
- f. Other Accessory Structure \_\_\_\_\_ Specify \_\_\_\_\_
- 
- g. Percentage of Lot Coverage of Accessory Structures in Residential Districts.  
\_\_\_\_\_

**9. For single family dwelling units and their accessory uses that are not part of a platted subdivision, include a plan, drawn accurately to scale, and based on an accurate survey showing the following information:**

- a. Property boundary lines and the exact dimensions and area of the lot to be built on, modified, or demolished.
- b. The right of way of adjacent streets
- c. Location, dimensions, height, bulk of all structures to be erected, altered or demolished.
- d. The existing and intended use(s) of all land and buildings.
- e. Exact dimensions of yards, driveways and required parking spaces.
- f. Open spaces on the lot.
- g. Number of occupants and bedrooms.
- h. Topography of the property at 2 foot contour intervals.

**10. Written evidence that the proposed use does or will comply with the Village or other authority requirements for public services, including:**

- a. Sewer, Water, Storm Sewer-will require approval from Village Administrator (Zoning Inspector will submit to Village Administrator for review.)
- b. Curb cut(s)/Driveways and Sidewalks
  - Driveways proposed on Village Street requires permit from Village Administrator.
  - Driveways proposed on State Highway requires permit from ODOT, District 4 Office.
  - Driveways proposed on County Roads requires permit from Portage County Engineer.
- c. Flood Plain Regulations if “yes” in 8(A)(d):
  - Elevation Certificate
  - Floodproofing Certificate
  - No-rise Certificate
  - As-built Drawings
- d. Wetland Regulations
- e. Other Pertinent Environmental Protection Regulations

**11. Such other information as may be necessary to determine conformance with the provisions of this ordinance.**

**12 For Uses Other Than Single Family and their Accessory Uses:**

- a. A completed application shall include all of the above.
- b. A copy of the approval letter issued by the Planning Commission on the Site Plan Review as required by Section 610.08 of the Mantua Village Zoning Ordinance.
- c. Proof of conformance with Section 610.09, Financial Guarantees, of the Village Zoning Ordinance.

**13. If Use/Structure is Also Conditionally Permitted:**

- a. Attach proof that the specific criteria for the proposed conditional use as specified in Section 350.03 and general criteria of Section 350.02 have been addressed.
- b. In addition to consistency with adopted plans of the village, the applicant shall include an evaluation of the effects on adjoining properties with respect to such elements as traffic circulation, noise, glare, odor, and vibration.
- c. Upon approval of Planning Commission for the Conditionally Permitted Use, any additional conditions shall be made a part of this permit.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_

*Please Note:*

- 1. *No new use or change in use; new construction, modifications of structures or uses, or demolition shall occur until this application is approved.*
- 2. *This is an application for a Zoning Permit, not a Building Permit.*

---

**FOR OFFICIAL USE ONLY**

**Zoning Inspector**

Fee Paid: \$ \_\_\_\_\_

Date of Action on Application: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

If application denied, reasons for denial-cite specific sections of the Zoning Ordinance that this application would violate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Zoning Inspector**

**Village Engineer**

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date \_\_\_\_\_

If disapproved, state reasons for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Village Engineer**

**Village Administrator**

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date \_\_\_\_\_

If disapproved, state reasons for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Village Administrator**

**Driveway Permit Authority**

Authority: Village \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Driveway Permit Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

If disapproved, reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature and Title**

**Planning Commission**  
**For Conditionally Permitted Uses**

Date of Notice for Public Hearing \_\_\_\_\_  
Date of Notice Sent to Parties In Interest \_\_\_\_\_  
Date of Public Hearing \_\_\_\_\_  
Date of Action By Planning Commission \_\_\_\_\_

Action of Planning Commission:

Approval \_\_\_\_\_ Approval With Conditions \_\_\_\_\_

List of Conditions (Or Separate Letter, or Copy of Minutes May Be Attached)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application is Deficient \_\_\_\_\_

Deficiencies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disapproval \_\_\_\_\_

Reasons for Disapproval \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairman, Mantua Village Planning Commission