

APPLICATION FOR ZONING PERMIT¹
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: _____

Mailing 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 Owner: Phone _____ Fax _____

Email address: _____

3. Address of Subject Property: _____**4. Occupant of Property if Other Than Owner:**

Name of Occupant: _____

Phone Number: _____

Rental _____ Other _____ (Explain) _____

5. Legal Description of Property Attached or Enclosed: yes _____ no _____**6. Existing Use** _____**7. Proposed Use-General Description** _____

¹ This form subject to change. Please check with the Zoning Inspector for the latest form.

8. 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.

9. 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 _____
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- g. Percentage of Lot Coverage of Accessory Structures in Residential Districts.

10. 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
- γ. 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.

11. 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 require permit from Village Administrator.
 - Driveways proposed on State Highway require permit from ODOT, District 4 Office.
 - Driveways proposed on County Roads require 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

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

13. 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.

14. 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