



Citizen's Guide to Zoning

SPECIAL POINTS OF INTEREST:

- The first General Assembly, under the State Constitution, met at Chillicothe March 1, 1808, and, among other acts, created eight new counties, among which were Greene and Franklin. Champaign County was formed out of these in March, 1805. In the year 1817, Logan County, on the north, and Clarke, on the south, were established, and reduced Champaign to its present limits.
- Under the act of the General Assembly of the State to authorize the organization of the residents of any county or district into societies for the improvement of agriculture, the required number of citizens met in Urbana in 1838, and in accordance with the act, organized the "Champaign County Agricultural Society."

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If you are considering making an improvement or building on your property or are just curious about what the City standards are for improving or building on a property in Urbana, this booklet is for you. This booklet is designed to assist you in better understanding the City's various codes and ordinances. This booklet is general in nature containing information about the most common issues we see in the planning and zoning department. For example, this booklet includes information concerning fence permit requirements, grass height limits, permits needed to install a swimming pool, where you can

INTRODUCTION

The City of Urbana has a diverse collection of residential and business use structures with varying degrees of architectural character. The zoning and development codes adopted by the community are what protect property values and promote safe and aesthetically pleasing housing and business environments. The purpose of this booklet is to provide property owners with the basics of the City's zoning

and development standards. It includes references to the boards and commissions that play an important role in the administration of the codes, as well as information about contact persons on City staff who can provide assistance. This guide contains information that is geared toward the more common issues, standards, and questions that are often addressed. Our intent is to provide this information as a tool, park your boat or RV on your property, etc. In addition, the guide outlines the various officials, or boards and commissions and their responsibilities. Finally, please keep in mind the booklet is a guide, but it is always best to check with the City Zoning and Planning office before undertaking an Improvement project to be sure you have the latest requirement and necessary permit.

We hope you find this booklet helpful. If you have any questions, please do not

hesitate to call us at : 937-652-4322 or 937-652-4324.

Sincerely,

The Zoning and Planning Department.

to assist you in better understanding what responsibilities you have as a property owner, prior to starting an improvement project. Whether it is a do-it yourself project or you plan to hire a professional, this booklet provides how-to information you need to consider to ensure the improvements comply with local zoning laws and meet the standards and expectations of the community.

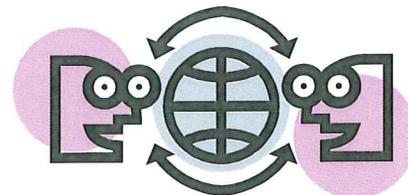


PURPOSE OF THE ZONING CODE

Part Eleven of the Codified Ordinances is enacted for the purpose of promoting the public health, safety, convenience, and general welfare establishing land use classifications, by dividing the City into districts, imposing regulations, restrictions, and prohibitions on the use and occupancy of real property; by limiting the height, area, and bulk of buildings and other structures; by providing for yards and other open spaces around them; by establishing standards of performance and design; and by providing for the administration and enforcement thereof.

This is accomplished by ensuring:

- Properties are appropriately zoned to encourage the highest and best use of land throughout the City
- Residential, business, and industrial areas are protected from harmful encroachment by incompatible uses
- Negative impacts of incompatible land uses are mitigated through the use of screening, setbacks, and/or other regulatory methods
- Development densities economize the provision of water, sewer, streets, and highways,



fire and police protection, schools, parks, recreation facilities, and other government services.

A complete copy of Urbana's Zoning Code may be viewed online at <http://urbanaohio.com> or purchased at the Zoning and Planning Office located in the City Municipal Building located on the 2nd floor, 205 South Main Street, Urbana.

ASSISTANCE

The City of Urbana Planning and Zoning Department are available to assist you with filing the necessary applications and answering any questions you may have with respect to zoning regulations. Information can be obtained at the

Planning and Zoning office located on the 2nd floor of the City of Urbana Municipal Building, 205 South Main Street, during normal business hours, Monday through Friday, from 8:00 am to 4:30 pm. The Planning depart-

ment can be reached at 937-652-4324 and the Zoning Department can be reached at 937-652-4322. You can also find information on the City's website at <http://urbanaohio.com>



COUNTY BUILDING, PLUMBING, HVAC CODES

The Champaign County Building Regulations department handles residential and commercial building permits as an agent of the City. In order to receive a certificate of occupancy for your residence or business, there are two processes to follow. First, contact the City Zoning Department to determine whether or not you need to

proceed with a full application for planning commission, board of zoning appeals, or design review board prior to submitting plans to the County Building Regulations department. Once you have the green light to proceed with the County department, they will have additional requirements you may need to meet. General information you will

need to have prior to applying for your building permit include working with the zoning department and the County Health Department. For specific questions, please contact:

Champaign County
Building Regulations
1512 S US Hwy 68, Bay 13
Urbana, Ohio 43078
937-484-1602

ADMINISTRATIVE BODIES AND OFFICERS

City Planning Commission

The City of Urbana Planning Commission is a seven (7) member board consisting of the Mayor, Director of Administration, a member of the Parks and Recreation Board, and four members appointed by the Mayor (one from each ward), each for a four-year term. Planning Commission meets on the fourth Monday of each month at 7:30 pm on the 2nd floor of the Municipal Building. Planning Commission is charged with considering items affecting the physical development and improvement of the city. Planning Commission initiates advisable zoning district map changes and zoning code updates to recommend to City Council for adoption; review and act on all site review applications, PUD applications, Corridor Overlay applications, subdivision plans and other matters affecting plans of the City.

Board of Zoning Appeals

The BZA consists of five citizen members, one being the president of City Council and the other four appointed by the Mayor. In those instances where there are peculiar exceptions and unusual circumstances in connection with a specific parcel of land, the BZA may consider and decide upon a petition to vary the application of the height, area, setback, sign



Like most communities, the City of Urbana requires permits for many improvements. Permits are necessary to ensure that the work complies with all applicable building, design standards, and zoning requirements.

The drawing submittal

size, parking requirements, and conditional uses of a property. The BZA meets on the second Monday of the month at 7:30 pm 2nd floor of the Municipal Building. when it has business to discuss.

Design Review Board

The DRB is charged with considering and deciding upon the appropriateness of work to be performed within the City Center Heritage Overlay District. This board of seven Citizens (six are appointed by the Mayor, one by the Planning Commission) meets on the fourth Monday of the Month at 7:00 pm 2nd floor of the Municipal Building when it has business to discuss. They review and act upon applications made for exterior changes, landscaping, signs, and demolition of buildings in the downtown area.

Zoning Enforcement Officer

The Zoning Enforcement Officer is responsible for enforcing the zoning and nuisance codes, receives and acts upon zoning permits, issues zoning and sign permits, reviews and processes plans, maintains permanent and current records including the Official Zoning Map, zoning permits, inspection documents and records of all variances, amendments, and conditional uses. The Zoning Officer also has the responsibility to determine any



violations of the zoning codes and can revoke a permit or approval issued.

City Development Planner

The Development Planner works closely and in conjunction with the Zoning Enforcement Officer, reviews all planning commission, BZA, and DRB applications for completeness, coordinates the Technical Review Committee meetings and prepares reports and agendas for each appropriate board or commission. The Development Planner also provides leadership and direction in the development of short and long term plans and projects, coordinates all annexation proceedings and economic development strategies and initiatives for the City.

Contact :

Zoning Enforcement: 937-652-4322

Development Planner: 937-652-4324

<http://urbanaohio.com>

PERMIT PROCESS

requirements and the level of detail necessary vary according to the type and complexity of the project. It is always best to contact the City Planner, City Engineer, or the Zoning Officer prior to starting any project to determine the process necessary for your individual project.

Once the level of application is determined and the appropriate drawing has been submitted, the amount of time needed to review will also

vary based on the complexity of the project. For projects requiring planning commission or design review board review, applications are due prior to the last Thursday of the month to be placed on the agenda for the following month (e.g. application due the last Thursday of January for February's meeting). After applications are received, they are forwarded to the Technical Review Staff for their comments and/or recommenda-

tions to the appropriate board.

Applications for Board of Zoning and Appeals are due minimum of 15 (fifteen) days prior to the regular meeting so staff has sufficient time to follow the legal requirements for advertising in the local newspaper and notification of surrounding property owners. BZA applications include variances, conditional uses, and appeals of planning commission or zoning officer decisions.

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PERMIT REQUIREMENTS BY PROJECT TYPE

Please note, the following chart is not inclusive or exclusive in any way. The only way to know what your particular project requires is through speaking with the Zoning Department, the County Building Regulations Department and the County Health Department.



Project Description	Permit Type(s) Required
Air Conditioning/Heat Pump Equipment	Heating and Cooling, Well (Heat Pump—City Water Department)
Car Ports	Zoning, Building
Curbs—In Public Right of Way	Engineering Inspection/Approval
Decks, Porches, Patio Covers & Enclosures	Zoning, Building
Driveway Approach, Sidewalks	Engineering Inspection/Approval
Electrical Circuits, Rewiring, or Extensions of Existing Circuits	Electric (Building Regulations)
Electrical Service	Zoning, Electrical
Fences	Zoning
Furnaces & Boilers	Heating and Cooling
Garage	Zoning, Building
Ramps	Zoning, Building, Health Department
Retaining Walls	Zoning, Building
Residential Dwelling Units, & Commercial including: Construction, Addition, Alteration, Movement, Remodel/Repair, Change in Use	Zoning, Building
Roofs—re-roofing	Building
Roofs—new	Zoning, Building
Sheds—one-story detached accessory structures 120 s.f. or less in area, including utility, tool, storage sheds, or playhouses and similar uses (no utilities to building)	Zoning
Sheds—detached accessory structures more than one story or 120 s.f. in area or sheds with utilities supplied (also includes gazebos)	Zoning, Building
Stairs	Building
Satellite Dish/Antenna	Zoning, Building
Signs—Permanent On-premise wall mounted signs	Zoning
Signs—permanent on-premise free standing signs	Zoning, Building
Signs—Temporary on-premise	Zoning
Swimming Pool	Zoning, building
Water Heater	Plumbing