Zoning Permit Application

Form Revised 05/01/2014

THE CITY OF URBANA, OHIO
P: (937) 652-4322 | F: (937) 652-5145
www.urbanaohio.com

Date received:	Fee paid:	Permit number:
_____	_____	_____

Permit required. A Zoning Permit approved by the Zoning Inspector is required before any structure is erected, moved, added to, or structurally altered. No one shall apply for a Certificate of Occupancy without an approved Zoning Permit.

Expiration. Zoning Permits expire if work does not begin within 1 year or if it is not more than 50% complete within 2.5 years of the date of the Zoning Inspector's approval.

I. APPLICANT INFORMATION — APPLICANT: Complete this section.

Property Owner		Owner Phone	
Owner Address		Owner Email	
Contractor		Contractor Phone	

II. PROPERTY DESCRIPTION — APPLICANT: Complete this section.

Address		Parcel number(s)	
Subdivision		Lot number(s)	

☐ **Exhibit A**: Attached is a copy of the property deed, legal description, and plat map section from the County Recorder.

Lot width along right-of-way (ft)		Lot depth from right-of-way (ft)		Lot size (sq ft)	
Lot type	☐ Corner lot	☐ Interior lot	☐ Through lot		

☐ **Exhibit B**: Attached is a section of the Zoning Map showing the Zoning District from the Zoning Inspector.

Zoning district		Overlay		Existing land use	

☐ **Exhibit C**: Attached is a section of the special flood hazard area, a FIRMette, from the Zoning Inspector.

☐ The property is within the special flood hazard area. ☐ The property is not within the special flood hazard area.

III. APPLICANT'S PROPOSAL — APPLICANT: Complete this section.

Proposed land use		☐ Principal use	☐ Accessory use	☐ Conditional use	☐ Nonconforming use

☐ Built on site	☐ Modular/Manufactured	☐ Mobile	☐ Attached to permanent foundation: no chassis/axle/frame

Number of dwelling units		☐ Single family dwelling	☐ Multi-family dwelling

☐ **Exhibit D**: Attached is a set of plans drawn to scale that depict the: 1) lot shape and dimensions, 2) labeled property lines, 3) size and location of existing structures, 4) size and location of all proposed structures, parking stalls, drives, walks, curbs/gutters, approaches.

Nearest point of structure to property lines	Front (ft)		Side (ft)		Side (ft)		Rear (ft)	
Structure width (ft)		Struct. depth (ft)		Structure height* (ft)		Parking spaces (#)		
Floor area**	Basement		Floor 1		Floor 2		Floor 3	
Percent of lot area covered by all existing and proposed buildings--floor area ratio (%)								

Estimated cost of construction		Applicant initial _____

*Vertical distance from avg elevation of finished grade at building front to highest point of roof, to mansard roof deck line, and mean height between eaves and ridge. **Floor area is the space between exterior walls or the center of party walls. This is expressed in square feet.

IV. RESIDENTIAL REGULATIONS (Commercial varies. Contact Zoning Division.) APPLICANT: Read this section.

ZONING DISTRICT REGULATIONS	R-1 *principal*	R-1 *accessory*	R-2 *principal*	R-2 *accessory*	R-3 *principal*	R-3 *accessory*	BR-1 *principal*	BR-1 *accessory*	B-3 *principal*	B-3 *accessory*
Minimum front setback	35 ft	35 ft	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft	10 ft	10 ft
Minimum side setback	15 ft	5 ft	6 ft	5 ft	10 ft	5 ft	5 ft	5 ft	10 ft	10 ft
Minimum rear setback	30 ft	10 ft	30 ft	10 ft	30 ft	10 ft	20 ft	10 ft	10 ft	10 ft
Maximum height*	35 ft	20 ft	35 ft	20 ft	40 ft	20 ft	40 ft	20 ft	N/A	25 ft
Maximum enclosed ground floor area on a lot**	25%	25%	25%	25%	25%	25%	50%	50%	50%	50%

V. INFORMATION TO APPLICANT APPLICANT: Read this section.

To complete to scale plans, several websites may be of assistance:
- Google SketchUp: http://sketchup.com
- Fence Center: www.fencecenter.com/estimator/default.aspx
- Floor Planner: www.floorplanner.com
- Artifice: www.artifice.com/free/info.html

Other permits/licenses may be required. Among others, contact:
- Contact OUPS before any digging. Call (800) 362-2764.
- All contractors must be registered. Call (937) 484-1602.
- Building permits may be required. Call (937) 484-1602.
- File this permit with the County Auditor. Call (937) 484-1600.

VI. APPLICANT AFFIDAVIT APPLICANT: Complete this section.

This is my application for a Zoning Permit. I have the authority to file this application, have read this application in its entirety, and certify the information contained herein and all attachments are correct to the best of my knowledge. I understand that I am solely responsible for the information contained herein and that all structures shall be built exactly as stated in this application and be compliant with the Planning and Zoning Code. I understand this application may be denied or that any permit issued based on this application may be revoked.

Property owner's signature Date

VII. ENGINEERING DEPARTMENT CITY: Complete this section.

☐ Proposal meets the requirements of Design Standard 1167.18 Vision Clearance on Corner Lots.

☐ Proposal requires installation of a driveway and/or sidewalk. The applicant is required to submit a Right-of-Way Permit.

☐ **Exhibit E**: Proposal requires a drainage plan. The applicant is required to submit a drainage plan.

☐ Proposal requires a New Construction Compliance Form. The applicant is required to submit the form.

Remarks:

City Engineer's signature Date

VIII. BOARDS & COMMISSIONS CITY: Complete this section.

☐ Proposal requires Board & Commission approval. ☐ Board of Zoning Appeals (Sec. 1105.06) ☐ Planning Commission (Sec. 1110.01, Chap. 1127) ☐ Design Review Board (Sec. 1112.04)

☐ Reviewed by Boards & Commissions. Case(s)

IX. ZONING DIVISION CITY: Complete this section.

This application is ☐ Approved ☐ Rejected

Remarks, conditions, or variances:

Zoning Inspector's signature Date