# VILLAGE OF PUT-IN-BAY PLANNING COMMISSION

P.O. BOX 503•435 CATAWBA AVE. • PUT-IN-BAY, OHIO 43456 • 419 285-2443 • pibmc@villageofpib.com

The Permit Application and checklist must be completed in its entirety, legible, and submitted with the Original and Six (6) COPIES to the Planning Commission and One (1) copy to the Village Administrator, and a \$1000.00 site plan fee. This application must be received at least **10 days prior** to the next scheduled Planning Commission meeting. Planning Commission meetings are held on the first Tuesday of the month at 11am at the Village of Put-in-Bay Town Hall.

Permit Checklist – Please place check once completed.

- 1. \_\_\_\_Name, address and telephone of Owner
- 2. \_\_\_\_Name, address and telephone of Agent
- 3. \_\_\_\_Name, address and telephone of person preparing site plan.
- 4. \_\_\_\_North arrow and scale
- 5. \_\_\_\_Location map
- 6. \_\_\_\_Boundaries and dimensions of lot
- 7. \_\_\_\_Acreage of lot or parcel
- 8. *Existing and proposed land use on site*
- 9. \_\_\_\_Existing and proposed zoning on site
- 10. \_\_\_\_Existing land use and zoning of adjacent lots
- 11. \_\_\_\_Building locations and setbacks Front yard setbacks measured from the road right of way
- 12. \_\_\_\_Existing and proposed access to public or private right of way
- 13. \_\_\_\_Existing and proposed parking
- 14. \_\_\_\_Existing and proposed floor plans
- 15. \_\_\_\_Existing and proposed elevations
- 16. \_\_\_\_Existing and proposed building materials
- 17. \_\_\_\_Proposed signs: location, size, details
- 18. Proposed landscaping
- *19. Existing and proposed sidewalks*
- 20. \_\_\_\_\_Use of Nautical Theme or Victorian Theme
- 21. \_\_\_\_\_Site Grading Plan
- 22. \_\_\_\_Water/Sanitary/ Stormwater Drawings
- 23. \_\_\_\_Flood plan information
- 24. \_\_\_\_Provide documentation that water/sewer has been addressed with the Village Administrator
- 25. \_\_\_\_Construction within 300ft of the shoreline must address Lake Erie Water Snake Habitat.
- 26. Located in Special Flood Hazard Area (100-year flood plain) Yes or No
- 27. \_\_\_\_Payment in Full. Please see the zoning fee schedule.

Failure to complete all required criteria will result in delays in your application request.

All C1 and C2 districts will require a site plan review through Kleinfelder Group.

#### \*\*\* Please contact the Village Zoning Inspector with any questions at 419 341-3481.

## SITE PLAN/ZONING PERMIT APPROVAL SHEET

Name of Person Requesting Site Plan Review:

Print:	 
Signature:	_
Address:	 
City, State, Zip:	 
Telephone:	 
Email:	 
Location of Site:	 

\*\*\* It is recommended that the Ottawa County Building Department review your site plan before submitting it to the Village Planning Commission.\*\*\*

Submit: \$1000.00, Six (6) copies of the site plan for the Planning Commission, and One (1) copy for the Village of Put-in-Bay Utilities Department.

Clerk Signature:	Received Date:	
Village Administrator Approval:		
Village Administrator Signature:	Date	
Planning Commission Approval:		
Chairperson Signature:	Date	
Comments:		
Zoning Inspector:		
Signature:	Date	

*Note: If changes are made to the approved site plan, a new application must be submitted, and an additional fee must be paid. Construction must be done as approved.* 

# APPLICATION FOR ZONING PERMIT Village of Put-in-Bay, Ottawa County, Ohio

Application Number \_\_\_\_\_

The undersigned hereby applies for a zoning certificate for the following use, to be issued based on the representations contained herein, all of which the applicant says are true:

1. Location of Property			
Zoning Classification			
Section Block_	Lot	Subdivision	n
2. Name of Landowner			
Mailing Address			
Telephone			
Email address			
3. Occupant			
4. Existing Use			
Proposed Use (explain)			
New Construction	Busine	ss	Electric
Remodeling	Manufa	acturing	Plumping
Accessory Building	Heat		Residence
5. Attach a sketch of the lot, showin application is made: Give dimension		· ·	
a) Main Road Frontage feet			
b) Set Back from side of road Right	t-of Way feet		
c) Side Yard Clearance			
Sidefeet			
Sidefeet			
d) Rear Yard Clearance feet			
e) Dimensions of building: Wi	idth C	Depth	
f) Depth of lot from right-of-way _	feet.		
g) Highest point of building above	the establish grade	feet	

Number of stories \_\_\_\_\_ (Usable floor space designed for use as living quarters, exclusive of basements, porches, garages, terraces, attics, or partial stories.)

First Floor \_\_\_\_\_\_ square feet Second Floor \_\_\_\_\_\_ square feet

Off Street Parking \_\_\_\_\_\_ Number of Spaces (each space is to 10ft. x 20ft

\*\*\*Please contact the Village Utilities Department for a review of the management and wastewater flow direction. This must be completed prior to applying for a zoning permit. \*\*\*

Applications with the zoning classification of C1 or C2 are required to have a site plan review by Kleinfelder and site plan approval from the Village of Put-in-Bay Utilities Department. The application and the application fee must be submitted to the Planning Commission clerk before the site plan review. The applicant is responsible for all fees associated with the review.

All applications must be received at least 10 days prior to the Planning Commission meeting to be added to the agenda.

For application fees, please make one check payable to Kleinfelder in the amount of \$500.00 and one check payable to the Village of Put-in-Bay in the amount of \$500.00. Thank you.

Applicants must be in good standing with the Village Business License Ordinance. 1262.04 of the Zoning manual addresses being in violation of any Planning Commission Regulation and/or Village Ordinances

By signing this application, you certify that all information provided in this application is true and correct.

Applicant (Must be Owner):

Signature

Witness:

Signature

Date

Date

Submit 5 copies of original application, site plan, along with the application fees to:

Village of Put-in-Bay Planning Commission 435 Catawba Ave. PO Box 245 Put-in-Bay, Ohio 43456 Email: pibmc@villageofpib.com

Please contact the Village Zoning Inspector at 419 341-3481 or the Village Planning Commission Clerk at 419 285-2443 with any questions.

### ZONING CERTIFICATE

Upon the basis of Application No.	, the statements in which are made are
found to be in accordance with the Village Zo	, the statements in which are made are oning Ordinance and hereby
for the	District.
(approved/denied)	
Village Zoning Inspector	Date
Put-in-Bay Village, Ottawa (	County, Ohio
Date application received:	Date application ruled on:
Amount of Fee:	Amount Paid: (Date & Check #):
If certificate refused, reason for refusal:	
	· · · · · · · · · · · · · · · · · · ·