

# 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.

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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.

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# 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 \_\_\_\_\_

2. Name of Landowner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

3. Occupant \_\_\_\_\_

4. Existing Use \_\_\_\_\_

Proposed Use (explain) \_\_\_\_\_

\_\_\_\_\_ New Construction

\_\_\_\_\_ Business

\_\_\_\_\_ Electric

\_\_\_\_\_ Remodeling

\_\_\_\_\_ Manufacturing

\_\_\_\_\_ Plumping

\_\_\_\_\_ Accessory Building

\_\_\_\_\_ Heat

\_\_\_\_\_ Residence

5. Attach a sketch of the lot, showing existing buildings and proposed construction or use for which the application is made: Give dimensions and indicate North and provide the following information:

a) Main Road Frontage \_\_\_\_\_ feet

b) Set Back from side of road Right-of Way \_\_\_\_\_ feet

c) Side Yard Clearance

\_\_\_\_\_ Side \_\_\_\_\_ feet

\_\_\_\_\_ Side \_\_\_\_\_ feet

d) Rear Yard Clearance \_\_\_\_\_ feet

e) Dimensions of building: Width \_\_\_\_\_ Depth \_\_\_\_\_

f) Depth of lot from right-of-way \_\_\_\_\_ feet.

g) Highest point of building above the establish grade \_\_\_\_\_ feet



Application # \_\_\_\_\_

**ZONING CERTIFICATE**

Upon the basis of Application No. \_\_\_\_\_, the statements in which are made are found to be in accordance with the Village Zoning Ordinance and hereby \_\_\_\_\_ for the \_\_\_\_\_ District.  
(approved/denied)

\_\_\_\_\_  
Village Zoning Inspector  
Put-in-Bay Village, Ottawa County, Ohio

\_\_\_\_\_  
Date

Date application received: \_\_\_\_\_

Date application ruled on: \_\_\_\_\_

Amount of Fee: \_\_\_\_\_

Amount Paid: (Date & Check #): \_\_\_\_\_

If certificate refused, reason for refusal:

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