

Residential Zoning Permit Application

Village of Russells Point, Ohio
433 State Route 708
P.O. Box 30
Russells Point, OH 43348-0030

Office Phone: 937-843-2245 ext. 5
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clerkofcourts@russellspoint-oh.gov

Date
Received _____

Date
Approved _____

Date
Denied _____

Fee _____

Inspection Dates

Receipt No _____

Pre Application _____

Control No _____

Mid Project _____

Final _____

APPLICATION FEE OF \$35.00 IS NON-REFUNDABLE

The fee will be doubled for any permit issued after work has started.

Make all checks payable to the Village of Russells Point

For building and/or accessory structures and uses of 200 square feet or less including but not limited to: fences, walls, decks, storage buildings and other structures, the fee is \$35.00

For buildings, accessory structures and uses more than 200 square feet, the fee is \$35.00 plus \$0.25 per square foot of enclosed ground coverage.

Applicant/Responsible Party

Name _____

Physical Address _____

Parcel Number _____ Lot Number(s) _____

Zoning District _____

Mailing Address _____

City _____ State _____ Zip _____

Phone # _____ Cell # _____ Fax # _____

E-mail Address _____

The Following Are Required & Must be INITIALED by the Applicant/Owner

_____ 1) A copy of the deed showing the County Recorder's stamp or a signed and notarized sales agreement must be included.

_____ 2) A site plan showing the exact dimensions and shape of the lot to be built upon or used including the dimensions and locations of all existing buildings and structures on the lot (decks, sheds, fences, swimming pools, etc.) if any; the locations and dimensions of all proposed buildings, structures and/or additions to existing structures, driveways, parking and the location of any easements, all existing and proposed drainage.

_____ 3) Any structure requiring a building permit will require a copy of all Logan County Building Authority, approved plans and all required permits.

(PLEASE NOTE) All Village of Russells Point residential building permits are issued by the Logan County Building Authority, 1365 County Road 32, Suite 2, Bellefontaine, OH 43311, (937) 592-7473.

_____ 4) You **may** be required to get a survey of the property. Pin location must be maintained during all construction.

_____ 5) All contractors, subcontractors, installers, tradesman, excavators, landscapers, and/or business that work or have performed services for compensation inside the Village of Russells Point shall be registered with the Village. Contractor Registration forms are available from the Village Zoning Department.

_____ 6) By law, everyone **MUST** contact the Ohio Utilities Protection Service, 8-1-1 or 1-800-362-2764, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.

OUPS (Ohio Utilities Protection Service) 1-800-362-2764
Confirmation # _____

Please Read the Following

Any application for a zoning permit may be denied if it is found that the property taxes for the premises are not current.

The applicant shall be responsible for supplying a list of and the registration of all contractors, subcontractors, installers, tradesman, excavators, landscapers, and/or businesses involved with this project.

No action shall be taken on the application until the above minimum information is supplied and all applicable fees are paid. Submission of this application does not guarantee the issuance of a permit. The Zoning Officer may require more information if deemed necessary.

The Zoning Officer will notify the owner or applicant in writing either directly or by mail as to the status of the application.

All appeals of the Zoning Officer's decision must be filed on an appropriate village application and returned to the Zoning Officer within, thirty (30) days of such decision. There is a two hundred (\$200.00) dollar fee for a Zoning Appeals Application.

This zoning permit may be revoked for non-compliance of any section of the following: the Village of Russells Point, state and/or federal codes, including falsification of any required information on this application.

Any damage to village streets, alleys or state highways shall be repaired and all mud, dirt, gravel and foreign material removed. (ORD 843 section 339.8)

The Zoning Officer may inspect the property to verify proper location of all property pins and the location of all new structures, driveways and parking prior to issuing the permit.

Some projects will require a rough inspection at no additional fee.

A final inspection is required to insure all code requirements have been met prior to issue a Zoning Certificate. No property or structure shall be used or occupied without a Zoning Certificate being issued.

Penalties for Violation:

Violation of the provisions of this zoning ordinance or failure to comply with any of its requirements, including violations of conditions and safeguards established in various sections of this zoning ordinance or failure to comply with any of its requirements shall upon conviction, thereof, be fined not more than one hundred dollars (\$100.00). In addition the applicant shall pay all costs and expenses involved in the case. Each day such violation continues after receipt of violation notice and correction date shall be considered a separate offense. The owner or tenant of any building, structure, premises, or part thereof, and any architect, engineer, builder, contractor, subcontractor, agent, or other person who commits participates in, assists in, or maintains such violation shall be found guilty of a separate offense and subject to the penalties herein provided. Nothing herein contained shall prevent the Village of Russells Point from taking such other lawful action as is necessary to prevent or remedy any violation.

I / we have read, fully understand and attest to the exactness and truth of all information supplied with or on this application.

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

Applicant's Signature _____ Date _____

Applicant's Signature _____ Date _____