

**Put-in-Bay Township Port Authority
Request for Submerged Lands Resolution
and Building Permit**

Name of Applicant: _____ Phone # _____

Address of Parcel: _____

Permanent Address of Applicant: _____

Purpose and description of proposed use of the Submerged Lands: _____

Please answer the following questions by circling the appropriate response for applying for a Submerged Lands Resolution and Building Permit.

Is the entire proposed project within the area in front of upland property that you own as the property lines are extended into the water? Yes No

Are all structures with the exception of bulkheads, seawalls or revetments a minimum of 15' from the projected property sidelines? If "NO" a variance will be required and we strongly recommend that you submit letters of support from the adjacent lakefront property owners in order to expedite this request. Yes No

Is there a \$75 processing fee enclosed? Yes No

Is your upland property description and sketch enclosed? Yes No

Is your surveyor-sealed submerged lands legal description and sketch enclosed? Yes No

Is a map of the construction site showing current and proposed structures enclosed with engineer-sealed drawings? Yes No

Have you enclosed the names and addresses of adjacent lake front property owners? Yes No

Have you obtained a provisional permit from the US Army Corps of Engineers and enclosed it? Yes No

Have you applied for the Ohio Department of Natural Resources Submerged Lands permit and enclosed a copy of the application? Yes No

If you are applying for a marina, have you enclosed a copy of the approval from the Director of Health as required under Ohio Revised Coded Section 3733.22? N/A Yes No

NOTE:

Your application will be reviewed the Port Authority. Processing will continue when all applicable questions can be answered **YES**. Once advertised, changes to the application or drawings will **NOT** be accepted. If you need to make changes to an application prior to action by the Port Authority, you must withdraw the application and complete a new form to resubmit it with all appropriate documentation. The resubmitted application will have to go through the proper advertising periods. **Any expenses incurred by the Port Authority when reviewing an application will be the responsibility of the applicant.**

I have read and understand the requirements for application to the Put-in-Bay Township Port Authority for requesting a Submerged Lands Resolution and Building Permit.

Signature of Applicant(s) or Authorized Agent of Applicant(s):

XX _____ e-mail Address: _____