

**ALLEN TOWNSHIP
ZONING PERMIT APPLICATION**

Revised 1/1/12

Following are step by step instructions to complete the application for a zoning permit. Zoning requirements can be found on the Township's website at allentownship.us. **EACH ITEM THAT REQUIRES A ZONING PERMIT MUST HAVE AN INDIVIDUAL ZONING PERMIT APPLICATION.**

1. **Location of Property:** This is the street address. If you are uncertain of the address, or no address has been assigned yet, contact the Ottawa County Regional Planning office at 419-734-6780
Section and Lot: This will be located on your property tax statement or contact the Ottawa County Auditor office at 419-734-6740/ottawacountyauditor.org to find this information.
Subdivision: If your property is located in a subdivision, list the name here. If your property is not in a subdivision leave this line blank.
Parcel #: This will be located on your property tax statement or contact the Ottawa County Auditor office.
Zoned District: The zoning district which the property is located. (A1, C2, R1 etc.). **This information is only available at the Ottawa County Regional Planning office 419-734-6780.**
2. **Name of Land Owner:** Name(s) appearing on the deed to the property.
Address and Phone #: Mailing address of the property owner **including zip code**. Phone number where you can **most likely be reached**, home, cell or both.
3. **Occupant:** If the owner of the property is also the occupant write "same". If the property is rented, leased, or used by anyone other than the owner, enter that name on this line.
Phone #: The phone number where the occupant will **most likely be reached**, home, cell or both.
4. **Proposed Use:** Explain the actual use for which you are applying, and check the item(s) listed below which apply.
5. **Attach a Sketch of Lot:** Show exact dimensions of lot (indicating north) and any existing building and any projected building. Give the exact measurements of building, distance from building to building and distance from building(s) to side, front and rear yards. If you are unsure of these dimension the Ottawa County Auditor website may be of assistance. ottawacountyauditor.org or contact Ottawa County Regional Planning 419-734-6780. Items F & G pertain to the building you are requesting this permit for. Item H pertains to pools and ponds.
6. **Building Use:** List the actual purpose of the building.
Number of Stories: Number of floors the building has excluding the basement.
7. **Area of Structure:** To calculate square feet (sf) multiply the width by the depth. If the application is for a dwelling or dwelling addition the following areas are **NOT** part of the living space, basements, utility rooms, attached garages, open or enclosed porches, and the like.
8. **Off Street Parking:** The total square footage of available parking on the property. The Square footage of the driveway and garage if one is on the property.
9. **Property Pins:** If you have located the pins marking the boundaries of your property or if you have had a recent survey completed, please note that here.
10. **The Public Utilities Commission of Ohio (PUCO)** is an agency of the state of Ohio that regulates the utility services such as electricity, natural gas, telecommunications, railroad safety and intrastate hazardous material transport. **If you operate any such utility, you could be exempt from various Allen Township Zoning Regulations.**
Remarks: Describe what type of PUCO you operate.
11. **Subdivision Regulations:** This permit **DOES NOT** exempt you from the subdivision regulations.
12. **Signature:** Be sure to sign on the line marked applicant. By signing the application you attest to the accuracy of the information provided.
13. **ADDITIONAL INFORMATION NEEDED:** Applications for a new dwelling, commercial building, accessory building, or addition to existing building will need to submit a copy of the floor plan and exterior elevation with accurate dimensions indicating room sizes and overall building height from finished grade.

ZONING PERMITS ARE VALID FOR SIX (6) MONTHS FROM DATE OF ISSUE

ALLEN TOWNSHIP
APPLICATION for ZONING PERMIT

Revised 1/1/12

Application # _____

Township of Allen, Ottawa County, OH, 43468

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

1. **Location of Property** _____
Section _____ Lot _____ Subdivision _____
Parcel # _____ Zoned District _____
2. **Property Owner(s)** _____
Address _____
Phone # Home _____ Cell _____
3. **Occupant** _____
Phone # Home _____ Cell _____
4. **Proposed Use (explain)** _____
_____ New Construction _____ Dwelling _____ Business
_____ Dwelling Addition _____ # of Families _____ Manufacturing
_____ Accessory Building _____ Deck _____ Pool
_____ Pond _____ Other Explain _____
5. Attach a sketch of lot, showing existing building(s) and proposed new construction or use for which application is made. Give dimensions, indicate North and provide the following information.
 - A. Main road frontage _____ feet.
 - B. Setback from edge of road right-of-way _____ feet
 - C. Side yard setback. Right _____ Left _____ feet.
 - D. Rear yard setback _____ feet.
 - E. Depth of lot from road right-of-way _____ feet.
 - F. Dimensions of building: Width _____ feet. Depth _____ feet.
 - G. Highest point of building above the established grade _____ feet.
 - H. Dimension of: Pool _____ Pond _____
6. **Building Use** _____
Dwellings: Number of stories _____ Basement: Yes _____ No _____
7. If application is for a non-residential use, list total square footage of building per floor. If application is for a residential use list total usable floor space designed for use as living quarters, excluding basements, utility rooms, attached garage, open or enclosed porch and the like.
First Floor _____ s.f. Second Floor _____ s.f. Basement _____ s.f.
Accessory Building _____ s.f. Deck _____ s.f. Porch _____ s.f.
8. **Off Street Parking:** (400 s.f. Minimum Residential) _____ s.f.
9. Are the property pins located or have you had a recent survey of the lot? _____
10. **DO YOU MEET PUBLIC UTILITIES COMMISSION of OHIO (PUCO) REGULATIONS?**
Yes _____ No _____ Remarks _____
11. This permit **does not exempt** you from adhering to any subdivision regulations or easement restrictions.
12. **To the best of my knowledge all of the above information is correct.**
Applicant Signature(s):

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Upon the basis of Application No. _____ the statements in which are made a part hereof, the proposed usage (is or isn't) _____ found to be in accordance with the Allen Township Zoning Resolution and is hereby (approved/rejected) _____ for the _____ Zoning District.

Allen Township Zoning Inspector
21030 W. Toledo St., Williston, OH, 43468

Date Application Received _____, 20 ____
Date Application Ruled On _____, 20 ____

Fee Paid \$ _____ Check # _____, Cash _____, Receipts # _____

If permit is refused, the reason for refusal _____

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