



VILLAGE OF SOUTH BLOOMFIELD
ZONING & BUILDING DEPARTMENT
5000 Park Place • South Bloomfield, OH 43103
Telephone (740) 983-2541 • Fax (740) 983-4531

To: All Commercial Zoning and Building Permit Applicants

Subject: Commercial Construction within Village of South Bloomfield

Village of South Bloomfield requires Zoning and Plans Examination and Building Permits for all new construction.

Prior to any new commercial construction (for, large commercial projects, additions to buildings, parking lot expansions, etc.), a preliminary design meeting with Village officials must occur prior to the submission of documents for plans examinations and Zoning approval. Depending on the scope and magnitude of the project, representatives of the Harrison Township Fire Department, Pickaway Soil and Water Conservation District, Pickaway County Regional Planning Commission, Pickaway County Utilities, the Pickaway County Engineer and/or the Village of South Bloomfield Engineer may also be invited to this meeting. This meeting will help the applicant determine if there are issues which might not have been addressed in the preparation of construction and site preparation drawings.

It should be noted that major developments may be required to be platted pursuant to the Pickaway County Subdivision Regulations.

The following items must accompany completed and signed Zoning and Plan Review/Building Permit application forms:

1. A Drainage, Erosion and Sedimentation Control Permit (DESC Permit) must be obtained from Pickaway Soil and Water Conservation District. The contact number for them is (740) 477-1693. Construction on the site cannot occur until a DESC Permit has been issued and proper erosion and sedimentation control measures are in place.
2. Four sets of complete construction drawings. Additionally, one (1) set of construction drawings shall be submitted to the Harrison Township Fire Department for review and comment.
3. Three site or plot plans drawn to scale. Such drawing shall show all existing structures and their size; the proposed size and location of all new construction on the property, provisions for parking and loading spaces. The drawing must be appropriately labeled and show proper setback dimensions as measured perpendicular from the front, side and rear property lines to the closest point or edge of new construction, existing structures as well as to parking areas. Setbacks and use of the property must comply with the Village of South Bloomfield's Zoning District Requirements.

a. If proposed construction or site development is occurring within Highway Commercial or Village Commercial District, a Development Plan must be approved by the Village of South Bloomfield Zoning Commission.

b. Should a new construction project be located within the Village of Ashville CEDA area, the project must comply with the CEDA Development Plan. Site Plans and Exterior Elevations will be reviewed jointly by the Village of Ashville and Village of South Bloomfield in order to determine compliance with the CEDA Development Plan. Zoning and Building Permits and Plans Examination for projects within the CEDA, entirely within Village of South Bloomfield are issued by the Village of South Bloomfield.

4. If there is any area of the property which contains any portion of a regulatory 100- year floodplain, A Flood Hazard Building Permit must be obtained from Pickaway County Regional Planning Commission. Please contact the Pickaway County Floodplain Administrator at (740)420-0453 for additional information. A Certificate of Zoning Compliance cannot be issued unless this permit has been issued by Pickaway County Regional Planning Commission.

5. Right-of-Way Permit or permission for curb cut. For those properties with frontage along a Village road right-of-way, a Right-of-Way Permit must be submitted and approved by the Village of South Bloomfield Engineer. For those properties with frontage to a County maintained right-of-way, the Pickaway County Engineer's Office must be contacted (740) 474-3360 or is on a State maintained right-of-way, the Ohio Department of Transportation Director of District 6 must be contacted (740) 833-8000.

a. For installation of a culvert or drain tile in a drainage ditch within a Village road right-of-way, an inspection by the Village Engineer is required prior to covering the culvert with fill material.

6. Application Fees. Permits will not be processed until Plan Examination Deposit and Zoning Permit fees have been received. Plans Examination, and Building Permit fees will be assessed according to the Village of South Bloomfield Building Department Fee Schedule and will cover the costs of plan reviews by the Plans Examiner.

7. Adjudication Fees. Adjudication fees may be required if drawings are required to be resubmitted.