



APPLICATION FOR ZONING PERMIT

No building or other structure shall be erected, moved, added to, altered, or demolished, nor shall any building, structure, or land be established or changed in use without a permit issued by the Zoning Inspector. Zoning permits shall be issued only in conformity with the provisions of this Zoning Code unless the Zoning Inspector receives a written order from the Board of Zoning Appeals deciding an appeal, conditional use, or variance.

1. SITE INFORMATION		
Address:		
Subdivision:	Lot No.:	Current Use:
Owner Name:		
Owner Address if Different:		
Telephone:	Email:	

2. APPLICANT INFORMATION	
<input type="checkbox"/> Owner (Leave Section Blank) <input type="checkbox"/> Agent <input type="checkbox"/> Other:	
Applicant:	
Applicant Address:	
Telephone:	Email:

3. PURPOSE OF ZONING PERMIT			
<input type="checkbox"/> New Residence	<input type="checkbox"/> Business	<input type="checkbox"/> Home Occupancy	<input type="checkbox"/> Demolition
<input type="checkbox"/> Remodel		<input type="checkbox"/> Fence	
<input type="checkbox"/> Sign – Size:		<input type="checkbox"/> Accessory Building – Size:	
<input type="checkbox"/> Special Permit:		<input type="checkbox"/> Deck – Size:	
<input type="checkbox"/> Other:		<input type="checkbox"/> Temporary:	

A Zoning Permit is not required for re-roofing (including replacing sheathing), window and door replacement without changing dimensions, or remodeling where no walls or floors are added, changed or removed.

Cont. on Page 2

4. ADDITIONAL INFORMATION (FOR ANY NEW STRUCTURES)		
Yard Dimensions:		
Front:	Rear:	One Side:
Sum of Side Yards:		
Lot Information:		
Total Percentage of Lot to be Occupied:		

The Undersigned Applicant applies for a Zoning Permit for the following use, said permit to be issued on the basis of information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct. The applicant is required, in addition to the information requested on this form, to submit plans in duplicate and drawn to scale. The plans shall show the following:

- (1) Plans drawn to scale, showing the actual dimensions and shape of the lot to be built upon;
- (2) The exact size and location of existing buildings on the lot, if any;
- (3) Location and dimensions of the proposed buildings or alteration;
- (4) Building heights;
- (5) Number of off-street parking spaces or loading berths and their layout;
- (6) Location and design of access drives;
- (7) Number of dwelling units;
- (8) If applicable; conditional, special, or temporary uses permit, unless previously submitted;
- (9) On a separate sheet attach a list of other supplemental requirements or conditions that will be met, or explain any points you feel need clarification;
- (10) Additional information required for construction of ANY new structure as required by section 4;
- (11) Such other documentation as may be necessary to determine conformance with, and to provide for the enforcement of the Zoning Code; and
- (12) If proposed use is business or industry, enclose detailed description of the nature of the business or industry.

IMPORTANT NOTES:

- **CONTRACTORS MUST OBTAIN WORK PERMITS ISSUED BY THE VILLAGE.**
- **In addition to the permit application you may be required to obtain a Building Permit issued by the Village of West Jefferson Building Department, regardless of County of Record.**
- **Upon completion of the project a Certificate of Zoning Compliance from Plain City must be issued prior to a Certificate of Occupancy by the Village of West Jefferson Building Department.**
- **This permit shall be void if substantial work is not started within one year.**
- **A Zoning Permit IS NOT required in the event of a change in ownership or tenancy only.**

Applicant Signature: _____ Date: _____
Cont. on Page 3

FOR ZONING STAFF

Date Received:	Application No.:
Fee(s) Paid:	Check No.:
Status:	
If Denied, Reason:	

Zoning Inspector Signature: _____ Date: _____