

ZONING PERMIT APPLICATION



Village of Sugar Grove

101 Bridge Street

P.O. Box 7

Sugar Grove, OH 43155

J.R. Stoneburner, Mayor

Travis Groves, Zoning Inspector

740-746-8406

maintenance@sugar-grove.com

*****"PART A" and "PART B" MUST BE COMPLETED PRIOR TO INSPECTION*****

"PART A"

Please select the permit(s) for which you are applying:

_____ Zoning Compliance/Building Permit

_____ Certificate of Occupancy

_____ Sign Permit

_____ Sidewalk, Curb, Driveway

_____ Fence Permit

_____ Conditional Use Permit

Other: _____

OWNER/APPLICANT NAME		
OWNER/APPLICANT ADDRESS		
OWNER/APPLICANT PHONE		
PROPERTY ADDRESS		
OWNER/APPLICANT E-MAIL		
CONTRACTOR NAME		
CONTRACTOR ADDRESS		
CONTRACTOR PHONE		
ZONING DISTRICT:	TOTAL SQ. FT:	EXISTING USE:
DIMENSIONS, INCLUDING HEIGHT:	NUMBER OF STORIES:	PROPOSED USE:
PRINCIPAL TYPE OF FRAME:	TYPE OF HEAT:	Number & dimensions of existing and proposed off-street parking, if applicable:

SIGNATURE OF APPLICANT: _____ **DATE:** _____

“PART B”

ADDITIONAL SUBMISSION REQUIREMENTS (Please initial to verify attachment/completed):

- _____ Set of plans and site plan to be submitted with this application, showing any existing buildings, location of proposed building, and distances from all lot lines.
- _____ Site staked/marked for inspection by Zoning Inspector.
- _____ Copy of lot survey from registered surveyor.

SUBMISSION INSTRUCTIONS:

Once you have completed “Part A” and “Part B,” return your application and attachments to **Travis Groves, Zoning Inspector** in-person, by U.S. mail, or scanned by e-mail attachment. When your application is received in its entirety, the zoning inspector will review your submission and contact you to schedule an inspection. If you do not receive contact within seven business days after your submission, please contact the Village office at 740-746-8406.

When the zoning inspector has completed the inspection, “Part C” is to be completed and signed by the zoning inspector and acknowledged by you. If your application is marked “APPROVED,” the zoning inspector will notify the Clerk, and you must pay your permit fee per attached schedule at the Clerk’s Office, 101 Bridge Street, Sugar Grove, OH 43155 in order to receive your zoning permit. **You may not proceed with construction until your fee is paid and a permit certificate/placard is issued and posted.** The Clerk is available during evening hours or by appointment to process your payment and issue a receipt. You may contact the Clerk at 740-746-8406 or clerk@sugar-grove.com.

If your application is marked “DENIED,” and you would like to appeal the decision of the zoning inspector, you may request your appeal to be heard by the Planning & Zoning commission. Instructions for an appeal may be obtained by contacting the Village Clerk’s office.

*** Approval of permit is pending up to 30-days after receipt of application. A permit is valid for 1-year.**

“PART C”

INSPECTION DATE: _____

COMMENTS: _____

DETERMINATION: _____

ZONING INSPECTOR SIGNATURE: _____ **DATE:** _____

APPLICANT ACKNOWLEDGEMENT: _____ **DATE:** _____

FOR CLERK’S OFFICE USE ONLY: Permit # _____ CK/MO # _____ Amount: \$ _____
Receipt # _____ Received by: _____ Date: _____



Village of Sugar Grove Zoning Permits Fee Schedule

Per Ordinance 410-03, Adopted 12/29/2003

Section 1: Building permits

House: \$50.00 +\$ 5.00 per 100 square ft.

Accessory Buildings: \$30.00 + \$2.00 per 100 sq. Ft.

Additions: \$50.00 + \$4.00 per sq. Ft.

Section 2: Other permits

Signs: \$50.00

Fence: \$50.00

Section 3: Additional permit fees:

Change zoning: \$50.00

Appeals: \$150.00

Variances: \$150.00