

VILLAGE OF SUGAR GROVE - MAYOR TYSON NYE

101 BRIDGE ST, PO BOX 7, SUGAR GROVE, OH 43155 / PHONE 740.746.8406 / SUGAR-GROVE.COM

ZONING PERMIT APPLICATION

JEFF SOLENBARGER, REGIONAL PLANNING REPRESENTATIVE / 740.407.5045

PARTS "A" AND "B" MUST BE COMPLETED PRIOR TO INSPECTION

PART "A" (please select the permit(s) for which you are applying)		
_____ Zoning Compliance / Building Permit	_____ Sign Permit	_____ Fence Permit
_____ Certificate of Occupancy	_____ Sidewalk, Curb, Driveway	_____ Conditional Use Permit
Other _____		
OWNER/APPLICANT NAME	ADDRESS	PHONE NUMBER
OWNER/APPLICANT EMAIL	PROPERTY ADDRESS	
CONTRACTOR NAME	ADDRESS	PHONE NUMBER
_____ ZONING DISTRICT	_____ TOTAL SQ FT	_____ EXISTING USE
_____ DIMENSION(S), INCL HEIGHT	_____ # OF STORIES	_____ PROPOSED USE
_____ PRINCIPAL TYPE OF FRAME	_____ TYPE OF HEAT	_____ # & DIMENSIONS OF EXISTING & PROPOSED OFF STREET PARKING, IF APPLICABLE
_____ SIGNATURE OF APPLICANT	_____ PRINTED NAME	_____ DATE

ZONING PERMIT FEE(S) SCHEDULE - PER ORDINANCE 410-03, ADOPTED 12.29.03			
<u>BUILDING PERMITS</u>			
HOUSE \$50.00 + \$5.00 per 100 sq ft	ACCESSORY BUILDINGS \$30.00 + \$2.00 per 100 sq ft		
ADDITIONS \$50.00 + \$4.00 per sq ft			
<u>OTHER PERMITS</u>			
SIGNS \$50.00	FENCE(S) \$50.00		
<u>ADDITIONAL PERMIT FEES</u>			
ZONING CHANGE \$50.00	APPEALS \$150.00	VARIANCES	\$150.00

PART "B"

ADDITIONAL SUBMISSION REQUIREMENTS (please initial to verify attachment / completed)

_____ Set of plans and site plans to be submitted with this application, showing any existing buildings, location of proposed building, and distances from all lot lines.

_____ Site staked / marked for inspections by zoning inspector.

_____ Copy of lot survey from registered surveyor.

SUBMISSION INSTRUCTIONS

Once you have completed parts "A" and "B", return your application and attachments to **Jeff Solenbarger, Regional Planning Representative** via U.S. Postal Service, email, or the drop box located at the Village of Sugar Grove's Administrative Office. When your application is received in its entirety, the regional planning representative will review your submission and contact you to schedule an inspection. If you do not receive contact within 7 business days after your submission, please contact the village at 740.746.8406.

When the regional planning representative has completed the inspection, Part "C" is to be completed, and signed by the regional planning representative, and acknowledged by you. If your application is marked "APPROVED", the regional planning representative will notify the Chief Fiscal Officer. At that time, you must pay your permit fee(s), per attached schedule at the village's Administrative Office located at 101 Bridge St, Sugar Grove, Ohio. You may pay with money order, check, or credit card. Please be advised that there will be a 3% service fee if paying by card. Once payment has been received, your zoning permit will be issued.

YOU MAY NOT PROCEED WITH CONSTRUCTION UNTIL YOUR FEE IS PAID AND A PERMIT CERTIFICATE IS ISSUED AND POSTED.

Please contact the Chief Fiscal Officer Sarah Haley by email, fiscalofficer.thegrove@gmail.com, to set up an appointment to process your payment and issue a receipt.

If your application is marked "DENIED", and you would like to appeal the decision of the regional planning representative, you may request your appeal to be heard by the Planning and Zoning Commission. Instructions for an appeal may be obtained by contacting the Chief Fiscal Officer Sarah Haley by email, fiscalofficer.thegrove@gmail.com.

***AFTER RECEIPT OF APPLICATION AND PAYMENT, PERMIT APPROVAL MAY BE PENDING UP TO 30 DAYS.
PERMITS ARE ONLY VALID FOR 1 YEAR AFTER ISSUANCE (365 DAYS)***

PART "C"

_____ *DATE OF INSPECTION*

_____ *REGIONAL PLANNING REPRESENTATIVE*

_____ *DETERMINATION*

COMMENTS

