



FOR OFFICE USE:

Applic. No. \_\_\_\_\_

Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Village of Galena ♦ 109 Harrison Street, PO Box 386, Galena, Ohio 43021 ♦ 740-965-2484

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## Application for a Zoning Certificate

>>> Please Print Legibly or Type <<<

**Project Location:**

\_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip

\_\_\_\_\_ Auditor's Parcel Number(s)

\_\_\_\_\_ Subdivision name, if known \_\_\_\_\_ Lot or plot number for new home

**Applicant:** \_\_\_\_\_ Name \_\_\_\_\_ Email

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip

**Owner:** \_\_\_\_\_ Name \_\_\_\_\_ Email

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip

**Contractor:** \_\_\_\_\_ Name \_\_\_\_\_ Email

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip

**Proposed Use:**

- New single-family home
  - New multi-family structure
  - New accessory building > 100 ft<sup>2</sup> floor area
  - Deck with roof
  - Deck without roof
  - Pool > 1.5 feet deep
  - Antenna / aerial > 35 feet above ground level
  - Change of land use or building
  - Existing building addition, enlargement, alteration, repair and/or relocation
  - Agriculture: \_\_\_\_\_
  - Temporary use: \_\_\_\_\_
  - Other (explain): \_\_\_\_\_
- Non-structural use of the land
  - Sign
  - Commercial new construction
  - Commercial addition to existing structure
  - Industrial new construction
  - Industrial addition to existing structure
  - Institutional new construction
  - Institutional addition to existing structure

**Current property use:** \_\_\_\_\_ **Current zoning:** \_\_\_\_\_

**Intended property use:** \_\_\_\_\_

**Lot size:** \_\_\_\_\_ (acres or sq. ft.) **Floor area of existing building\*:** \_\_\_\_\_ sq. ft.

\*NOTE: The square foot area of a building is determined within its largest outside dimensions excluding open porches, breezeways, terraces, garages, exterior stairways, secondary stairways, and basements.

**Lot frontage along street (feet):** \_\_\_\_\_ **Lot width at the building line (feet):** \_\_\_\_\_

**Dimensions of proposed addition or new building (i.e. feet x feet):** \_\_\_\_\_

**Building height currently (feet):** \_\_\_\_\_ **Building height as proposed (feet):** \_\_\_\_\_

**Number of stories:** \_\_\_\_\_

**Applicant Note:**

- In addition to the information requested on this form, the applicant shall submit plans, in single copy and drawn to scale, showing the actual dimensions and shape of the lot, exact sizes and proposed building(s) or alterations, front, side, and rear setbacks, driveways, easements and flood hazard data (if applicable). An example of a typical plot plan is attached for reference.
- The applicant shall submit one copy of the floor plan and elevation drawing of the building including sizes dimensions and exterior finish materials. Lack of relevant detail or information shall be cause to refer the application back to the applicant.
- Applicant shall not rely on the Village to return original documents or to provide copies for the applicant.

- ❑ The building site is to be clearly staked by the applicant or owner within 5 days of the application date, and the applicant shall notify the Zoning Inspector when the property is staked and ready for inspection. Note: Buildings shall be setback from the property lines measured from the furthest extension of the building including overhangs, balconies, bays, and other projections to the lot line. Contact the Zoning Inspector if in doubt about setbacks.
- ❑ Stakes must readily identify all lot corners; lot line angled deflections, and the outermost perimeter of the proposed building. The Village suggests the use of wood lath type stakes extended at least 36 inches above grade or 2-by-2-inch wood stakes, identified with fluorescent flagging or paint. Wire flag utility markers are not acceptable for this purpose.
- ❑ The property address must be clearly posted and identified on the lot. The Village suggests the use of a solid piece of plywood, OSB, or similar durable exterior grade material at least 30 inches square, post mounted at least 2 feet above grade by the driveway or at the midpoint of the front lot line with the house number inscribed and made plainly visible from the road. Property currently identified with an address visible from the road or mailbox are exempt from this requirement.
- ❑ Undeveloped property (new lot) shall include a copy of the Certified Address Certificate with this application. The Village Administrator assigns addresses.
- ❑ Applicant has included sewer tap application and fee and sewer tap inspection fee (new build).

**Attest:**

*The undersigned hereby applies for a zoning certificate (permit) under the Village Zoning Code for the above stated use. The certificate (permit) is to be issued on the basis of and in reliance on the information contained within this application. The applicant hereby certifies all information and attachments to this application are true, complete, and correct. The Zoning certificate (permit) shall be effective for not more than twelve (12) months from the date of issuance, unless part of an approved planned development permit. Appeals of the inspector's decision must be filed within 20 days of the issuance of the decision according to Section 28.02 of the Village Zoning Code. Penalties for noncompliance with the terms of the Zoning Code are as provided under ARTICLE 29 of the Zoning Code. Applicant and Owner agree to abide by the provisions of the Village of Galena Zoning Code.*

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Permit Process Information:**

- ❑ The zoning certificate (permit) fee will be due at the time of submittal of the application. Fees will vary depending on the nature of the proposed use. The Village will only accept checks made out to the Village of Galena. A copy of the fee schedule is attached.
- ❑ The Zoning Inspector will inspect the property when notified that it has been staked and posted with the address as required above.
- ❑ If the property is not ready for inspection, applicant should be aware the Application form, as submitted by the applicant, will expire 30 days from the date of receipt and the fee is non-refundable.
- ❑ A zoning certificate (permit) will be issued after the inspection, and when the Inspector determines zoning compliance.
- ❑ Submitter should expect that the permit may not be issued in less than 5 working days. Issued zoning permits will include a copy of the plot plan and other information pertinent to the submittal. Permits are valid for one year unless the use specified in the permit is implemented in accordance with the approved plans within said period or timetable attached to said plans.
- ❑ The Secretary to the Planning and Zoning Commission will call the applicant when the zoning certificate (permit) is issued and ready to be picked up or mailed.
- ❑ Issuance of the zoning permit does not relieve the owner from the need to obtain any or all other required development permits for building, subdivision, flood hazard, sanitation, culverts, driveways, addresses and the like.
- ❑ The Village has a residential building code administered by the Delaware County Code Compliance Department located at 50 Channing Street, Delaware Ohio 43015, Phone 740-833-2200. You will need to present the Village Zoning Certificate and approved plot plan to the Code Compliance Department in order to apply for a Building Permit. Commercial building codes are administered by the State of Ohio.
- ❑ The Village has architectural standards for rural mailboxes and house numbers. Please check with the Zoning Inspector to receive a copy.
- ❑ Inadequate and/or inaccurate submittal of information may delay or result in denial of the permit.
- ❑ Inadequate or insufficient attention to building and lot staking or address posting may delay or result in denial of the permit. Incomplete applications will not be processed and will be returned to the applicant. All fees paid are nonrefundable and shall remain the property of the Village.
- ❑ The Village of Galena Zoning Code is available online through the Delaware County Regional Planning Commission web site (<http://www.dcrpc.org/>). Copies are available for purchase at the Village Office in either hard copy or on electronic media.
- ❑ A copy of the Village Zoning Map is available on the Village web site [GalenaOhio.gov](http://GalenaOhio.gov). Applicants are encouraged to review the zoning code and zoning map.

Zoning Inspector's notes and findings:

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**For Office Use**

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Application No. \_\_\_\_\_

Plot/Floor Plan attached? Complete? \_\_\_\_\_

Ready for inspection? When? \_\_\_\_\_

Property staked? \_\_\_\_\_ Address posted? \_\_\_\_\_

Sewer Tap Fee: \_\_\_\_\_ Tap Inspection Fee: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_ Check No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

Permit No. \_\_\_\_\_ Permit Issue Date: \_\_\_\_\_

Notes: \_\_\_\_\_

### Example of a Typical Plot Plan

This is a generalized example of the type of information the Village of Galena needs to see on your site plan. Additional information may be added and needed depending on the individual character of the property and the proposed use.

