

**VILLAGE OF MARBLEHEAD
APPLICATION FOR ZONING PERMIT**

To: Marblehead Zoning Administrator Application No. _____
Village of Marblehead, Ottawa County, Ohio

Application is hereby made for a zoning certificate. It is understood and agreed by the applicant that any error, mis-statement or misrepresentation of fact or expression of fact in the application, either with or without intention on the part of the applicant, such as might, or would, operate to cause the issuance of a permit in accordance with this application, shall constitute sufficient ground for the revocation of the permit at any time.

1. Location of Property _____

Sub-Division _____ Parcel _____

2. Name of Land Owner _____ Phone _____

Address _____

3. Occupant _____ Phone _____

4. Proposed Use (explain) _____ Zoning District _____

New ___ Alteration ___ Addition ___ Move ___ Accessory Bldg. ___
Residence ___ No. of Families ___ Road-Cut ___ (see Road Ord.) Commercial/Industrial ___
Other (explain) _____

5. **Attach plat map of lot 8 1/2" X 11" showing existing and proposed buildings or use for which application is made. Include Floor Plan and front elevation with pages 8 1/2" X 11". (pdf format welcome.) Give dimensions, indicate "north" and provide the following information on plat:**

- A. Main road frontage is _____ feet
- B. Setback from road right-of-way is _____ feet
- C. Side yard setback is _____ feet on _____ side
_____ feet on _____ side
- D. Rear yard setback is _____ feet
- E. Depth of lot from right-of-way is _____ feet
- F. General dimensions of building: Width _____ feet Depth _____ feet
- G. Highest point of building above the approved finished grade is _____ feet

NOTE: Yard setbacks are measured on the perpendicular from the lot lines to the nearest point of the principal building.

6. Building Use (**Residential-Commercial-Manufacturing-etc.**) _____

No. of stories _____ Basement _____ Usable floor space designed for use as living quarters, exclusive of basements, porches, garages, breezeways, terraces, attics, or partial stories.

First Floor: _____ sq. ft. Second Floor: _____ sq. ft. Third Floor _____ sq. ft.

7. Non-Living Space. Garage/Accessory _____ sq.ft. Porch/Deck/Breezeway _____ sq.ft.

Fence _____ ft. Off Street Parking _____ Boat Dock _____ ft.

8. Total Square Feet for all permitted spaces _____ or lineal feet for fences or docks _____

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Application No. _____

9. Remarks: _____

10. Are the property line pins located, or have you had a recent survey of the lot? Yes ___ No ___

11. Will the road be cut? Yes ___ No ___ Deposit Left _____ Bond Left _____

NOTE: Private deed restrictions may need to be met in some areas of the Village. If 1 acre or more is disturbed, an EPA permit may be needed. If property is located in a Flood Hazard Zone, a Flood Hazard Permit may be needed. If a road needs to be cut for installation of utilities etc., the road-cut will need to be permitted and inspected. A fee and a refundable deposit for the road-cut must be paid before this zoning permit will be issued. Cutting a road without being permitted, may result in the revocation of this zoning permit and/or the stopping of all work until such road-cut permit is obtained. **By signing below, Applicant gives Zoning Inspectors permission to return to premises unannounced to confirm compliance with this permit.**

Certificate of Compliance		Road Cut Inspection	
Date of Compliance	Zoning Inspector Initial	Date of Road Cut Inspection	Street Commissioner Initial
		1st	
Comments:		Final	

This permit shall expire and may be revoked if work has not begun within 1 year or substantially completed within 2 ½ years.

Applicant Signature Date

*Note: 1st inspection is made after repair for the purpose of returning Deposit.
Final inspection is made one year later for purpose of returning Bond.*

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Do not write below this line

ZONING CERTIFICATE

Is all or any portion of this dwelling or property in the Flood Plain? Yes ___ No ___

Explain if necessary: _____

Upon the basis of Application No. _____, the statements in which are made a part hereof, the proposed usage (is or is not) _____ found to be in accordance with the Village Zoning Ordinance and is hereby Approved or Rejected _____ for the _____ Zoning District. *Permit is not valid unless all applicable fees are paid, even if signed by Zoning Administrator.*

Date Application Received: _____

Signature - Zoning Administrator
Village of Marblehead, Ottawa County, OH

Date Application Ruled on: _____

Total Fees Paid including any deposits: \$ _____ Check # _____

If certificate refused, reason for refusal: _____

Village of Marblehead Instructions for Zoning Application

The following information is needed before a permit may be issued. This Help Sheet is provided as a courtesy only. There may be other regulations pertinent to your District. It is the responsibility of the Applicant to know the rules governing the District in which the construction will take place and to provide accurate information. When filling out the application, remember that any error, misstatement or misrepresentation made either with or without intention, which causes the permit to be granted, will constitute grounds for revocation of the permit at any time, including after structure is built.

If a road needs to be cut for installation of utilities etc., the road-cut will need to be permitted and inspected. A fee and a refundable deposit for the road-cut must be paid before this zoning permit will be issued. Cutting a road without being permitted, may result in the revocation of this zoning permit and/or the stopping of all work until such road-cut permit is obtained.

1. **Location of Property:** This is the street address. If you are uncertain of the address, or no address has been assigned, please contact the Water Department 419-798-5836.
Subdivision: If your property is located in a subdivision list the name here. Some examples of subdivisions in the Village of Marblehead are: Island View, Pleasant View, Bucks, Bay Haven Estates, Bay Point shores, Baycliffs, etc. If you do not know if you live in a subdivision, leave this line blank.
Parcel: If you do not know the 16 digit parcel number for your lot, enter the lot number and name of the subdivision.
2. **Name of Land Owner:** Name(s) appearing on the deed to the property.
Address and Phone: Mailing address of the property owner including zip code. List the most common phone number where owner can be reached.
3. **Occupant:** If the owner of the property is also the occupant of the property, write "same". If the property is rented, leased, occupied by a business, or used by anyone other than the owner, enter that name on this line. List the occupant's phone number if different from number 2.
4. **Proposed Use:** Enter the use for which you are applying. Examples are: New dwelling, garage, storage shed, sales office, condominium, fence, deck, boat dock, etc. Then check the item(s) listed below this line that apply.
Zoning District: We have 5 districts in the Village. They are: Residential-1 (R-1), Residential-2 (R-2), Residential-Johnson's Island (R-JI), Business (B), Manufacturing (M) and Institutional (I). If you are not sure how your property is zoned contact the zoning office at 419-798-0517 or marbleheadzoning@cros.net to obtain this information.
5. **Attach a plat map (8 ½"X 11"):** a plat map represents a piece of land in a specific area, subdivided into lots, showing all streets providing access to the lot, boundaries, easements, actual and proposed structures and additions to structures, with all dimensions clearly marked. Show North on map. A box or legend with the elevation numbers including:

ELEVATIONS	(sample numbers)
Base flood Elevation	577.1
Lowest Floor Elevation	577.2
Garage Floor Elevation	579.69
First Floor Elevation	581.82
Proposed Adjacent Grade	579.7 (this must average the adjacent lots)
Proposed New Foundation (top)	580.86

Your plat map should show your lot and at least part of the lots to either side and across the street, with the owner's name on each lot. Attach any other plans that may be necessary to show the location and type of the structure to be built.

Submit Floor Plans: floor plans including all four elevation drawings (front, rear, both sides). Clearly mark the square footage for every room. Show the height of the structure on the front elevation drawing. Use the same drawings that will be submitted to the Building Department. We do not require the full size paper drawings. You must submit the drawings in PDF format to: marbleheadzoning@cros.net.

Using the same figures as shown on your plat map, complete the following:

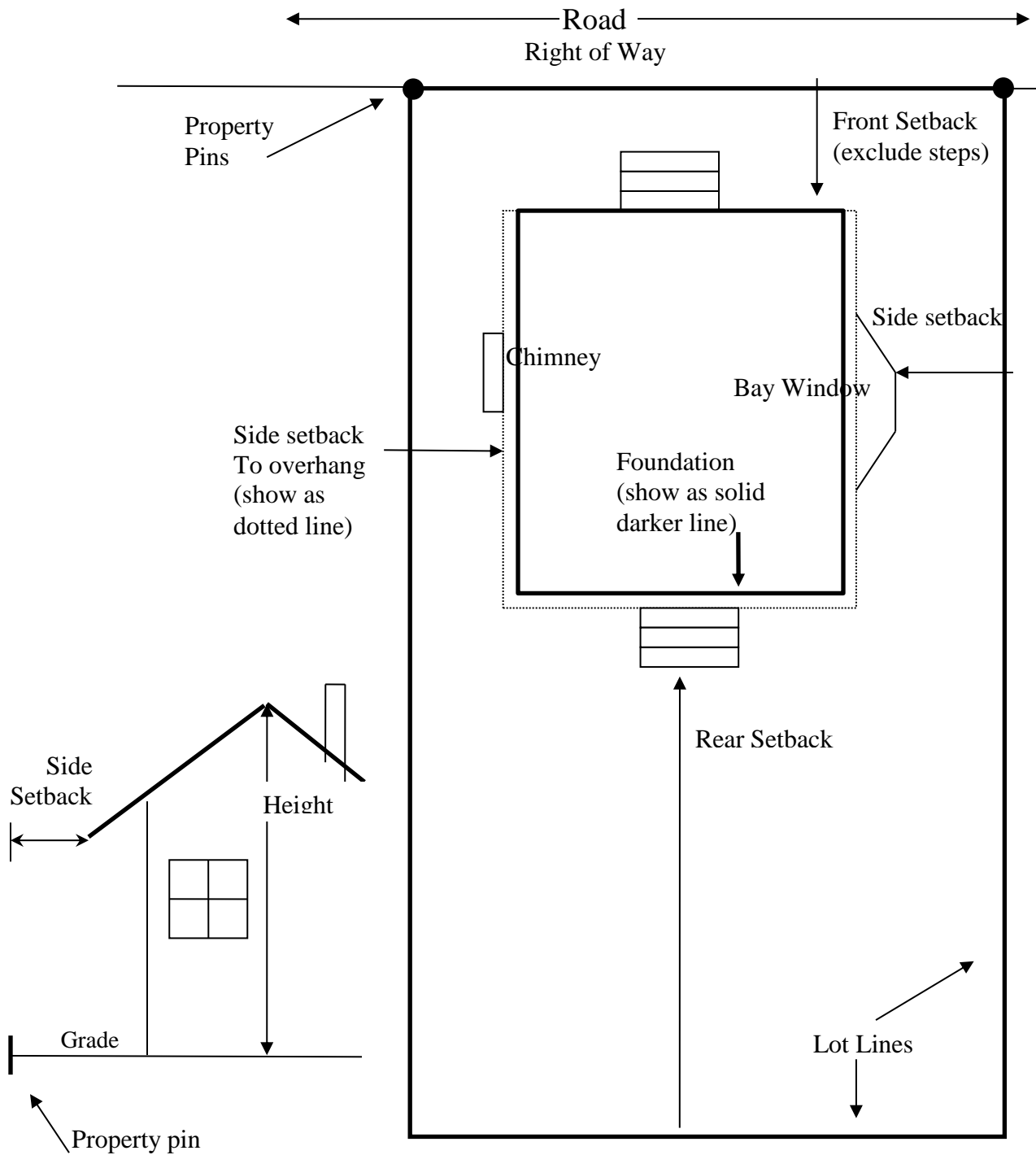
- A. Main Road Frontage:** This is the width of the lot along the roadway.
 - B. Setback from side of road right-of-way:** This is the front setback measured from your front property pins at the road right-of-way, to the face of the building.
 - C. Side yard setback:** This is the setback measured from the side lot line to the nearest point of the building. Each side will be noted as North, South, East or West. The nearest point of the building means any portion of the building including a deck, porch, balcony or overhang including gutter.
 - D. Rear yard setback:** This is the setback measured from the rear lot line to the nearest point of the building.
 - E. Depth of lot from right-of way:** This is the length of the lot from the front lot line at the road right-of-way to the rear lot line. If it is an irregular shaped lot, use the average of the length of the two side lines.
 - F. General dimension of building:** Enter the length and width of the building. This is not used to calculate the total square footage for percentage of lot coverage or the cost of the permit. It is used by the zoning inspector and the building inspector as a reference.
 - G. Highest point of building above approved finish grade:** Height of a building is measured from the average elevation of the approved finished grade at the front of the building to the highest point of the roof, regardless of roof type. Measure from the average elevation of the front two corners of the building. This number must also be clearly shown on the elevation drawing.
6. **Building Use:** Describe the legal use of the building, such as Business, Residential Home, Accessory, Rental, etc.
Number of Stories: Enter 1, 1 ½, 2 or 3.
Basement: Enter Yes or No.
Useable floor space: This is the living space, not the basement (unless finished), porch, garage, breezeway or terrace. Enter the square footage of the 1st, 2nd and 3rd floors.
7. **Non Living Space:** Enter the square footage of accessories and decks. Enter the lineal feet for fences and docks and the number of parking spaces.
 8. **Total Square Feet:** Enter the total square feet for all living space plus the accessory spaces and decks, or the total lineal feet for fences and docks. A separate application is needed for a fence or boat dock permit. When calculating the total square footage, for an addition, list the square footage of the addition only, not the original structure.
 9. **Remarks:** List any comments that you think are pertinent to this application that were Not stated already.
 10. **Property Pins:** If the property pins are visible or you have had a recent survey, please check the "Yes" space. If the pins are not visible, the permit will not be granted.

Sign the application.

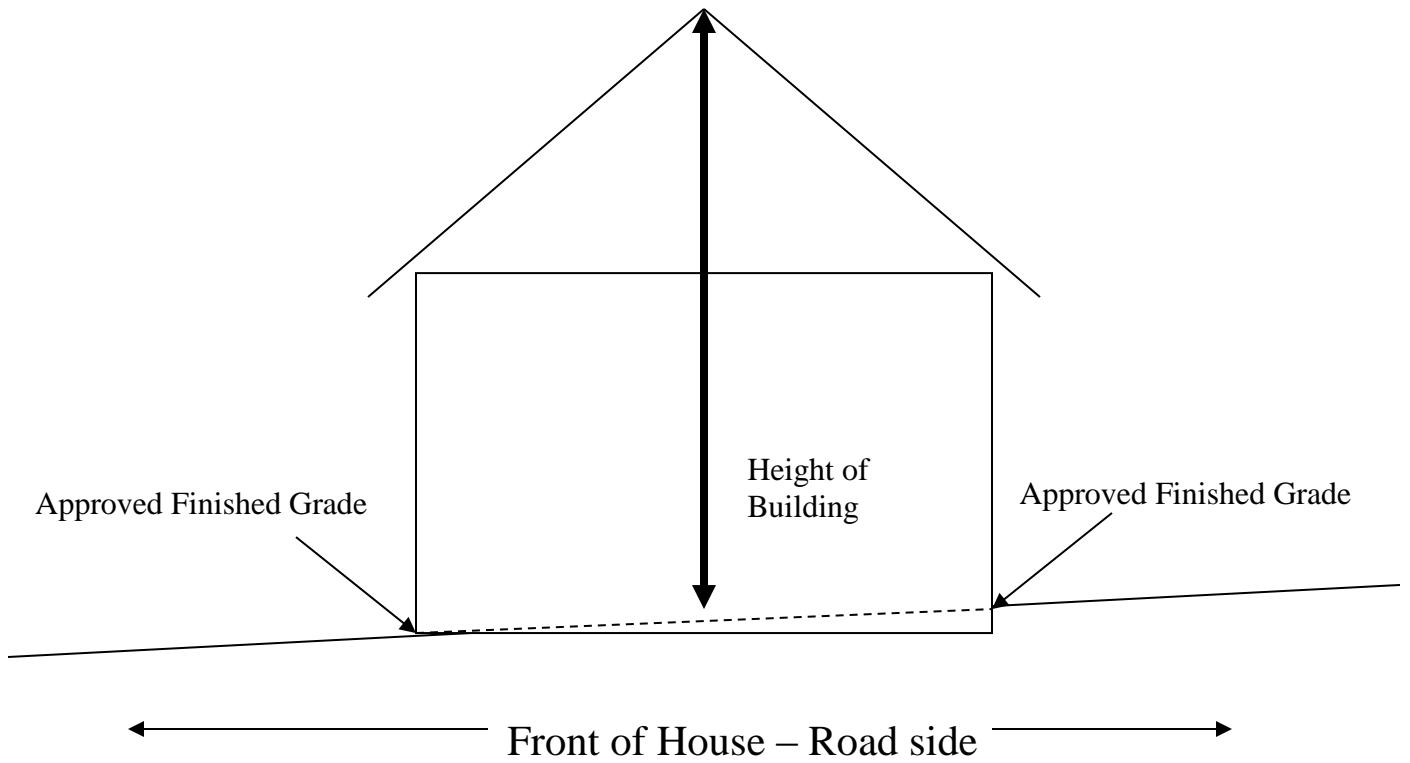
NOTE: Private deed restrictions may need to be met in some areas of the Village. In most cases, after obtaining a zoning permit, an Ottawa County building permit must be obtained also. If property is located in a Flood Hazard Zone, a Flood Hazard Permit may be needed. If 1 acre or more is disturbed, an EPA permit may be needed. By signing below, Applicant gives Inspector permission to return to premises unannounced to confirm compliance with this permit. Permit valid for a period of one (1) year from date of issue.

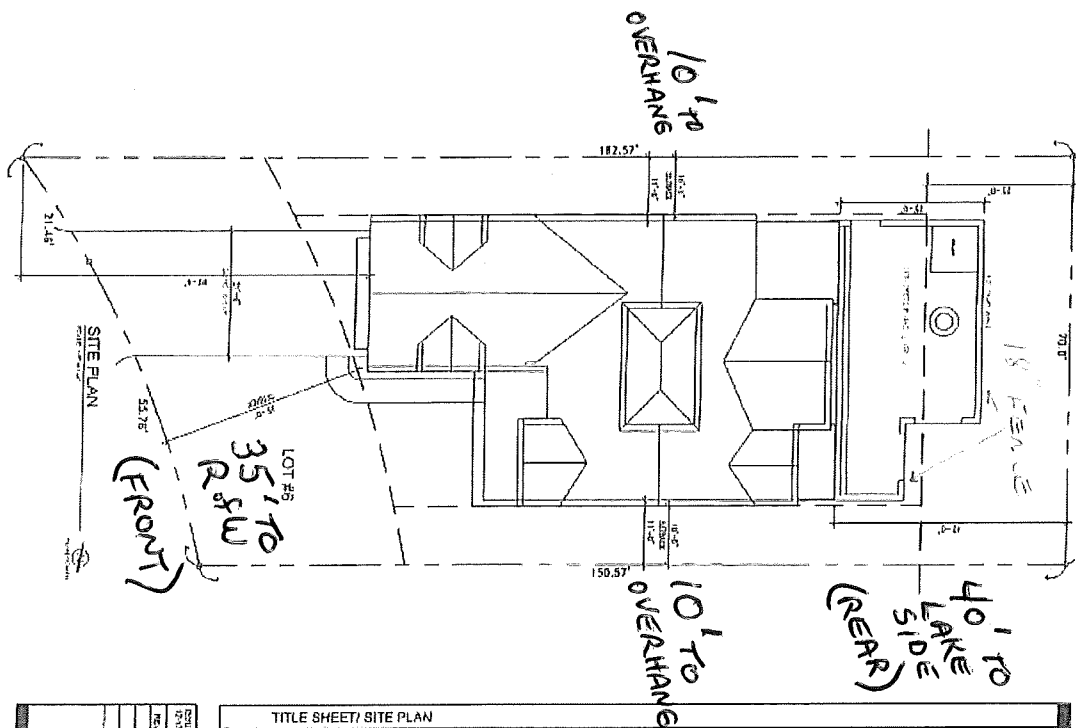
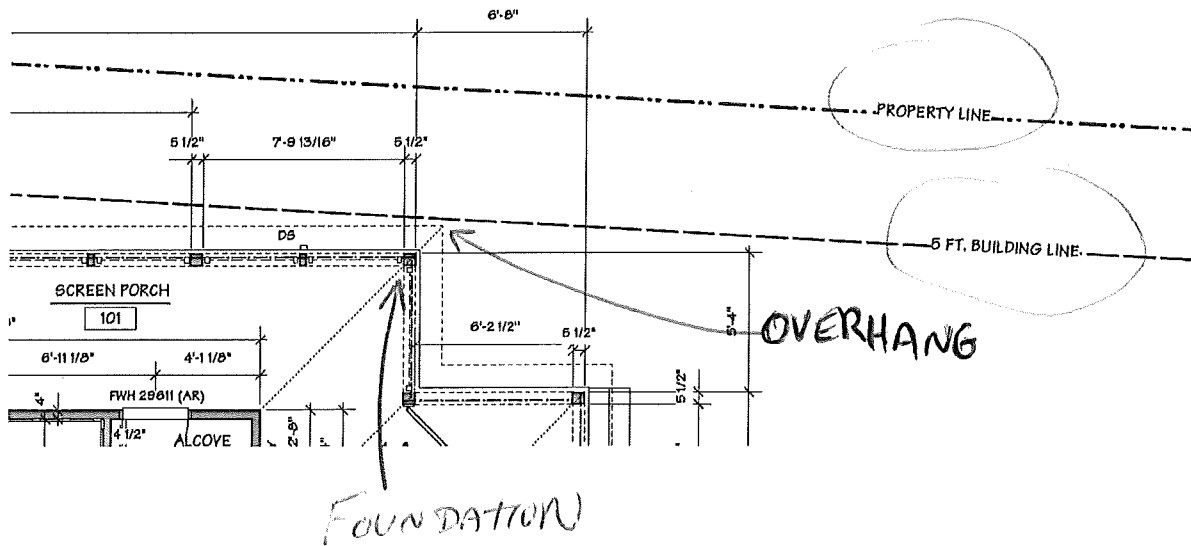
Completed application must be returned to the Village Hall, 513 W. Main, Marblehead (emailed or delivered – no faxes). Drawings may be sent in pdf format to marbleheadzoning@cros.net. Phone: 419-798-0517. Office hours: Mon-Fri 8:00-1:00. Closed all legal holidays.

Sample setback measurements:



HEIGHT, BUILDING. Height of a building is measured from the average elevation of the approved finished grade at the front of the building to the highest point of the roof, regardless of roof type.





NO.	DATE	DESCRIPTION

TITLE SHEET/ SITE PLAN