

**SHAWNEE TOWNSHIP**  
**APPLICATION FOR ZONING CERTIFICATE**

PERMIT # \_\_\_\_\_

1. **APPLICANT NAME:** \_\_\_\_\_ **DATE SUBMITTED:** \_\_\_\_\_  
**APPLICANT ADDRESS:** \_\_\_\_\_ **CITY / STATE / ZIP:** \_\_\_\_\_  
**APPLICANTS EMAIL ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

2. **LOT OWNER NAME:** \_\_\_\_\_ **LOT OWNER ADDRESS:** \_\_\_\_\_  
**LOT OWNERS EMAIL ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

3. **NAME OF CONTRACTOR:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_  
**CONTRACTOR EMAIL ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

4. **LEGAL DESCRIPTION OF PROPERTY:** \_\_\_\_\_  
\_\_\_\_\_  
**PARCEL NUMBER:** \_\_\_\_\_ **LOT#** \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_

5. **THE EXISTING USE IS:** \_\_\_\_\_  
\_\_\_\_\_

6. **PROPOSED USE IS / DESCRIPTION OF WORK:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **DESCRIPTION:**  
MY LOT IS \_\_\_\_\_ FEET WIDE - AND \_\_\_\_\_ FEET IN LENGTH. MY TOTAL LOT SIZE AREA IS \_\_\_\_\_ SQ. FT.  
MY STRUCTURE WILL BE: \_\_\_\_\_ FEET WIDE MY STRUCTURE WILL BE: \_\_\_\_\_ FEET IN LENGTH  
MY STRUCTURE WILL BE: \_\_\_\_\_ FEET IN HEIGHT AS MEASURED FROM GROUND TO PEAK.  
CHARACTURE OF CONSTRUCTION WILL BE: \_\_\_\_\_  
\_\_\_\_\_

8. **BUILDING SET BACK MEASUREMENTS:**  
FROM THE CENTER OF THE STREET / ROADWAY TO THE FRONT OF THE STRUCTURE IS \_\_\_\_\_ FEET IN LENGTH.  
FROM THE REAR OF MY PROPERTY LINE TO THE REAR OF THE STRUCTURE IS \_\_\_\_\_ FEET IN LENGTH.  
FROM THE LEFT SIDE OF MY PROPERTY LINE TO THE LEFT SIDE OF THE STRUCTURE IS \_\_\_\_\_ FEET IN LENGTH.  
FROM THE RIGHT SIDE OF MY PROPERTY LINE TO THE RIGHT SIDE OF THE STRUCTURE IS \_\_\_\_\_ FEET IN LENGTH.  
\* THE MINIMUM REQUIRED SET BACK IS 55 FEET FROM CENTER OF ROADWAY TO FRONT OF STRUCTURE ON TOWNSHIP ROADS  
\* THE MINIMUM REQUIRED SET BACK IS 90 FEET FROM CENTER OF ROADWAY TO FRONT OF STRUCTURE ON STATE / COUNTY ROADS.  
\* UNLESS STIPULATED OTHERWISE IN DEED OR, PLANNED UNIT DEVELOPMENT, OR ARCHETECTURAL REVIEW COMMITTEE GUIDELINES.

9. **TABULATIONS:**

- a. THE FIRST FLOOR AREA IS COMPRISED OF HOW MANY SQUARE FEET: \_\_\_\_\_
- b. THE FINISHED OR UNFINISHED AREA OF BASEMENT IS COMPRISED OF HOW MANY SQUARE FEET: \_\_\_\_\_
- c. THE AREA OF COVERED PORCHES OR BREEZEWAY IS HOW MANY SQUARE FEET: \_\_\_\_\_
- d. THE GARAGE AREA IS HOW MANY SQUARE FEET: \_\_\_\_\_
- e. THE FINISHED OR UNFINISHED ATTIC AREA IS HOW MANY SQUARE FEET: \_\_\_\_\_
- f. THE TOTAL SQUARE FOOTAGE FOR THIS PROJECT IS: \_\_\_\_\_ SQUARE FEET
- g. THE TOTAL ESTIMATED CONSTRUCTION COST IS: \$ \_\_\_\_\_ .00

10. **NOTIFICATIONS AND RESTRICTIONS:**

- a. HAS CALL BEFORE YOU DIG (CALL 811) BEEN NOTIFIED TO IDENTIFY UNDERGROUND UTILITY LINES? \_\_\_\_\_ YES \_\_\_\_\_ NO
- b. IS CONSTRUCTION WITHIN ROAD RIGHT OF WAY, UTILITY, PIPELINE, OR OTHER DECLARED EASEMENT? \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, SPECIAL PERMITS MAY BE REQUIRED TO ALLOW FOR CONSTRUCTION.
- c. HAVE YOU REVIEWED YOUR DEED FOR ANY BUILDING AND / OR SET BACK RESTRICTIONS THAT MAY BE INDICATED CONCERNING THIS CONSTRUCTION PROJECT? \_\_\_\_\_ YES \_\_\_\_\_ NO. IF YES, WHAT ARE THE RESTRICTIONS \_\_\_\_\_

\_\_\_\_\_

- d. DO YOUR PLANS REQUIRE A NEIGHBORHOOD ASSOCIATION OR ARCHETECTURAL REVIEW COMMITTEE REVIEW AND APPROVAL PRIOR TO PERMIT BEING ISSUED? \_\_\_\_YES \_\_\_\_NO. IF YES, ATTACH COPY OF APPROVAL LETTER FROM NEIGHBORHOOD ASSOC. OR ARCH. REVIEW COMM.
- e. IS SITE AREA MARKED FOR INSPECTION? \_\_\_\_YES \_\_\_\_NO
- f. AUTHORIZATION FOR ZONING INSPECTOR TO CONDUCT SITE INSPECTIONS \_\_\_\_YES \_\_\_\_NO OWNER/REP. INITIALS(\_\_\_\_\_)

11. **REQUIRED DRAWINGS AND SITE PLAN INFORMATION:**

a. **A SITE PLAN DRAWN TO SCALE TO SHOW:**

- 1. ACTUAL DIMENSIONS, AND THE SHAPE OF THE LOT TO BE BUILT UPON.
  - 2. THE EXACT SIZE AND LOCATION OF ANY EXISTING BUILDINGS, STRUCTURES, BARNs, SHEDS, POOLS, ETC. (IF ANY).
  - 3. THE LOCATION AND DIMENSIONS OF THE PROPOSED BUILDING(S) OR ALTERATIONS TO BE CONSTRUCTED.
- CONSTRUCTION PLANS - FRONT, SIDE, AND REAR VIEWS OF PROPOSED BUILDING OR ALTERATION;
  - BASEMENT FLOOR PLAN / DRAWINGS,
  - ATTACHED OR DETACHED GARAGE DRAWINGS,
  - LANDSCAPE LAYOUT SHOWING DRIVEWAY AND PARKING AREAS.

**THE FOLLOWING ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON TYPE OF CONSTRUCTION PROJECT**

- 4. STORM WATER DRAINAGE IDENTIFIED (IF REQUIRED)
- 5. LIGHTING PLAN (IF REQUIRED)
- 6. SCREENING PLAN (IF REQUIRED)
- 7. PARKING PLAN - PARKING / LOADING AREAS (IF REQUIRED)
- 8. LANDSCAPE PLAN (IF REQUIRED)

THIS APPLICATION DOES NOT APPLY FOR ANY POND, SWIMMING POOL, FENCE, OR SIGN APPLICATIONS AND PERMITTING REQUIREMENTS. THOSE SPECIFIC APPLICATIONS ARE AVAILABLE ON-LINE OR AT OUR OFFICE.

12. **SIGNED ACKNOWLEDGEMENT AND ACCEPTANCE:**

THIS APPLICATION FOR A ZONING CERTIFICATE SUBMITTED TO THE ZONING INSPECTOR INCLUDES THE FOLLOWING:

- a. PLAT OF THE LOT TO BE DEVELOPED, LOT NUMBER AND EVIDENCE THAT LOT HAS BEEN SURVEYED AND PROPERLY LOCATED AND A SITE PLAN DRAWN TO SCALE, THE LOCATION OF PROPOSED AND EXISTING BUILDINGS AND STRUCTURES, DRIVEWAYS, AND PARKING AREAS, INDICATING THE NUMBER OF PARKING SPACES, PROPOSED FINISHED GRADES OF LAND, AND CONSTRUCTION DRAWINGS OF THE PROPOSED STRUCTURE.
- b. SHAWNEE TOWNSHIP MAKES ITS DECISION TO GRANT A ZONING CERTIFICATE BASED ON INFORMATION THAT THE APPLICANT PRESENTS. SHOULD ANY OF THE INFORMATION BE INCORRECT, WHETHER INTENTIONALLY OR UNINTENTIONALLY, THE APPLICANTS PROJECT COULD BE FOUND IN VIOLATION OF SHAWNEE TOWNSHIP ZONING RESOLUTION. THE GRANTING OF A ZONING CERTIFICATE, DOES NOT GUARENTEE CONFORMANCE TO THE ZONING RESOLUTION, BUT IS BASED UPON REPRESENTATIONS MADE BY THE APPLICANT IN THE APPLICATION. SUBSEQUENT REMEDIAL ACTION COULD BE REQUIRED FOR NON-CONFORMANCE.
- c. VARIOUS LAWS AND REGULATIONS APPLY TO CONSTRUCTION PROJECTS IN SHAWNEE TOWNSHIP IN ADDITION TO THOSE OUTLINED IN THE SHAWNEE TOWNSHIP ZONING RESOLUTION. GRANTING A ZONING CERTIFICATE DOES NOT SUPERSEDE ANY OF THOSE RULES, INCLUDING DEED RESTRICTIONS OR SUBDIVISION REGULATIONS. IT IS THE APPLICANTS RESPONSIBILITY TO BE AWARE OF APPLICABLE LAWS, AND REQUIREMENTS AND BE SURE THE PROJECT CONFORMS TO THEM.

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, AND IN CONFORMANCE WITH SHAWNEE TOWNSHIP ZONING REGULATIONS.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

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I HAVE CONDUCTED A REVIEW OF THE SUBMITTED APPLICATION FOR ZONING CERTIFICATE AS WELL AS ALL RELEVANT INFORMATION AND DOCUMENTATION PRESENTED BY THE APPLICANT. BASED ON REVIEW OF THE INFORMATION A ZONING PERMIT FOR USE IS:

\_\_\_\_\_  
APPROVED

\_\_\_\_\_  
DENIED

\_\_\_\_\_  
SHAWNEE TOWNSHIP ZONING INSPECTOR

\_\_\_\_\_  
DATE

IF DENIED INDICATE REASON FOR DENIAL OF APPLICATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** COMMERCIAL / INDUSTRIAL DEVELOPMENTS REQUIRE SHAWNEE TOWNSHIP ZONING PERMIT PRIOR TO SEEKING A BUILDING PERMIT FROM THE LIMA/ALLEN COUNTY BUILDING DEPARTMENT. LIMA / ALLEN COUNTY BUILDING DEPARTMENT OVERSEES BUILDING AND CONSTRUCTION PROJECTS IN SHAWNEE TOWNSHIP, CONFORMING TO OHIO BUILDING CODE, AS WELL AS OTHER APPLICABLE STATE, COUNTY, OR LOCAL REGULATIONS. RESIDENTIAL CONSTRUCTION OR ADDITIONS ARE NOT OVERSEEN BY THE LIMA/ALLEN COUNTY BUILDING DEPARTMENT.

FOR SAFETY REASONS IT IS STRONGLY URGED THAT CONSTRUCTION IS COMPLETED BY A TRAINED OR CERTIFIED CONTRACTOR SO THAT BUILDING OR ALTERATIONS ARE COMPLETED ACCORDING TO STATE, LOCAL AND OHIO BUILDING CODE GUIDELINES. ELECTRONIC COPY OF THE LATEST AND PRIOR OHIO BUILDING CODE MANUALS ARE AVAILABLE ON-LINE AT THE LIMA/ALLEN COUNTY BUILDING DEPARTMENT WEB SITE AS REFERENCE INFORMATION.

**\*Additional Information, Permits, or Approvals may be required before a Zoning Permit will be issued or before construction may begin.**

- Location and design of driveway aprons and curb cuts. A permit may be required from the Shawnee Township Road Superintendent, the Allen County Engineer, or ODOT. See Section 1603.5 for requirements.
- Drainage Plan. Approval may be required from the Allen County Engineer. See Section 1714 for Drainage and Mounding requirements.
- Plumbing Permit: A permit issued by the Allen County Health Department stating that the proposed system complies with the applicable regulations and authorizes construction.
- Permit to Install Sewage Treatment System: A permit issued by the Allen County Health Department stating that the proposed system complies with the applicable regulations and authorizes construction.
- Sewer Tap Connection Permit: A permit or certificate is issued by the Allen County Sanitary Engineer stating that the proposed System complies with the applicable regulations and authorizing the connection to the Allen County Sanitary Sewer system.
- Private Water System Permit (Well Permit): A permit issued by the Allen County Health Department stating that the proposed System complies with the applicable regulations and authorizes construction.
- Plans for Ponds or Lakes. Detailed Architectural Pond Design Review and Approval is required from the Shawnee Township, Allen Co. Drainage Engineers Office, Allen County Soil and Water Conservation District, Lima/Allen County Regional Planning, EPA, and Board of Health. See Section 1706 for requirements.
- Floodplain. Any fill or construction in a Floodplain must be approved by the Lima-Allen County Regional Planning Commission. A Shawnee Township Zoning Variance will also be required. See ARTICLE XIV for requirements.
- Occupant Review and approval by the Shawnee Township Fire Department when occupant safety or accessibility by fire or rescue equipment is a concern.
- Review and approval by the EPA when the site has the possibility for contamination from past use or has the possibility of contamination from the proposed use.
- Traffic impact and access management: Certain projects may require review and approval by the Lima-Allen County Regional Planning Commission, the Allen County Engineer, or the Ohio Department of Transportation.
- Building Permit: A permit or certificate that licenses and grants legal permission to construct, enlarge, alter, repair, or demolish applicable structures or equipment installed in a building and is required by state code in Allen County for multifamily, commercial, and industrial buildings. Building Permits in Allen County are issued through the Allen County Building Department as administered by the Lima Public Works Department.
- Shawnee Township Storm Water Management Plan exists and compliance with the Allen County Stormwater Management and Sediment Control Regulations may be required by the Allen County Engineer where the discharge of pollutants and discharge water quality or flooding, erosion, and sedimentation are concerns. The text of the SWMP is available on the Lima-Allen County Regional Planning web site at <http://lacrpc.com/documents/ShawneeSWMPCComplete.pdf>. The text of the Allen County SMSCR is also available at [http://www.lacrpc.com/pdfs/FINALREGULATIONS\\_000.pdf](http://www.lacrpc.com/pdfs/FINALREGULATIONS_000.pdf).
- Stormwater Pollution Prevention Plan (SPPP) may be required by the Allen County Engineer where stormwater pollution is a concern at a construction site.
- Major subdivisions will require the review and approval of the Lima-Allen County Regional Planning Commission pursuant to the Allen County Subdivision Regulations available at <http://www.lacrpc.com/pdfs/AllenCounty--COMPLETE.pdf>.