



## GENERAL CONSTRUCTION PERMIT APPLICATION

REVISED 01-01-2023MB

<b>Property Information: (The Actual Location Where Construction Will Take Place)</b>		
Owner:		
Address (If Known):	City / State / Zip:	
Parcel Number:	Lot #:	Former Ft. Shawnee Lot? YES / No
Zoning:	Total Acreage:	

<b>Staff Review:</b>	
Permit Number:	
Approved / Denied	
_____ Zoning Inspector	
Date Approved: _____	
Check No:	Receipt No.

<b>Applicant Information:</b>		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

<b>Contractor / Builder Information:</b>		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

<b>Documents Submitted for Review:</b>	
<input type="checkbox"/>	Application
<input type="checkbox"/>	Fee
<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	Rendering

<b>General Lot Size Information:</b>		
Lot Width Is: _____ Feet Across	Lot Length is: _____ Feet in Length	Lot is _____ Total Square Feet
Lot is how many acres in size?	Lot Shape: Example, Square, Rectangle, Flag Shaped, Corner, Dual Front, Triangle, or Other?	
Lot is zoned as: _____	Is any portion of the lot in a Floodplain, Flood Hazard Area, or Located in a Riparian Corridor? YES or NO	
Lot is located in neighborhood commonly called? _____	Any CCR's in place for this lot? (Covenants, Conditions or Restrictions in Place? YES or NO	
Has the lot been surveyed? YES or NO If Yes, attach copy.	Are Property Lines Clearly Identified within the lot where construction is taking place? YES or NO	

<b>General Construction Information:</b>		
What are you constructing (Commonly Called)? _____		
Type of Construction: ___ Residential New Building Construction ___ Residential Addition ___ Residential Structural Replacement ___ Commercial New Building Construction ___ Commercial Addition ___ Commercial Structural Replacement ___ Industrial New Building Construction ___ Industrial Addition ___ Industrial Structural Replacement ___ Car Port ___ Solar Energy System ___ 2-3-4 Multi Family Condominium / Apartment Unit ___ Wind Turbine ___ Communication Tower ___ Other: _____ Note: Signage, Fence, Pool, Accessory Buildings have separate applications available on-line.		
Specific Use of the Structure will be:		
Describe the Structure: (Example) Residential Single Family, 4 bedroom, 3 Car Garage, Full Basement)		
Building Height (Common Ground To Roof Peak) _____ Feet	Building Width: _____ Feet	Building Length: _____ Feet
Size of the Structure Areas in Square Footage:		
First Floor Total Square Feet: _____	Second Floor Total Square Feet: _____	Third Floor Total Square Feet: _____ Basement Total Square Feet: _____
Garage Total Square Feet: _____	Attic / Bonus Room Total Square Feet: _____	Covered Porches / Breezeway Total Square Feet: _____ <b>TOTAL COMBINED SF:</b> _____
Is a Private Well Being Utilized?	Is a Well or Leach Bed Being Utilized?	Has Approval Been Granted by Local Health Board? YES / NO
Construction Cost for Project: \$ _____ (This is the amount that will be sent to Allen Co. Auditor at end of year as a property improvement)		

**As Applicant, Owner, Contractor - I hereby certify that the information contained in this application as well as all related documentation is correct, and accurate to best of my ability and all the permit information conforms to Shawnee Township Zoning Regulations.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**REQUIRED DOCUMENTATION**  
**APPLICATIONS CAN BE DELAYED DUE TO LACK OF REQUIRED INFORMATION**

**Permit Application & Fee:**

- Submit 1 copy of the General Construction Permit Application. Permit fees are to be paid at time of submission of application or unless other arrangements have been made.
- Fee rate is available on-line at [www.shawneetownship.com](http://www.shawneetownship.com).

**SITE PLAN DRAWING:**

- **Site Area Drawing is REQUIRED. Indicate N-North with Arrow.**
- Submit one (1) copy of a site drawing.
  - Show drawing of your parcel; to include location of all streets from front or side and rear (if applicable).
  - Show all property lines from front, side and rear areas.
  - Show all EXISTING construction building(s) - indicate length, width, and height of structure, and square footage total.
  - Show all driveways, sidewalks, parking areas, and location of any existing structures on the property. This includes all pole barns, shed, swimming pools, ponds, fences, signs, etc. on the property.
  - Show all PROPOSED construction building(s) on the lot.
  - Show all set back distances from all property lines to the location of the structure.
    - Example - From Center of the Street (NOT CURB EDGE) to front most portion of the structure (indicate amount of feet distance).
    - From rear property line to the rear most portion of structure (indicate amount in feet distance).
    - From each side of property line to the side of the structure (indicate amount in feet).
  - Show any and all easement areas and length / width shown. (Routinely alongside of side property lines and rear of property line)
- Submit One-1 copy rendering of the proposed structure, showing all views, doors, windows, downspouts, material.
  - Ensure the drawing of proposed structure shows length, width and height of the structure in feet. Height in determined from common ground to very top roof peak, not ground to top wall height.
- Submit One-1 copy of Construction Plans, to include FOUNDATION PLAN, FIRST FLOOR LAYOUT PLAN, SECOND FLOOR LAYOUT PLAN (IF APPLICABLE), ATTIC / BONUS ROOM-LAYOUT PLAN( IF APPLICABLE), ALL GARAGES, MOTHER IN LAW SUITES, POOL HOUSES, AS WELL AS ANY SIDEWALKS, LIGHTING, LANDSCAPE. Ensure all mounding, and earthen works are shown with elevations and contours ( 1 foot elevation to 3 foot spread). Commercial and Industrial Plans with parking areas, must show proposed layout, distances from property lines, drainage systems, amount of spaces as required in zoning regulations, handicap parking and any loading and unloading areas. Commercial and Industrial Dumpsters require fencing or wall barrier on at least 3 sides to hide view from adjoining property owners.
- Commercial and Industrial Plans with parking areas, must show proposed layout, distances from property lines, drainage systems, amount of spaces as required in zoning regulations, handicap parking and any loading and unloading areas. Commercial and Industrial Dumpsters require fencing or wall barrier on at least 3 sides to hide view from adjoining property owners. Lighting, landscape, screening/barrier plan is required for Commercial applications. (Contact Zoning Inspector for final determination)
- Drainage Plan Required for Structures over 1000 Square Feet in Size. Owner / Contractor needs to show downspout locations, proposed path of storm water drainage and mans to control the off-set of water so it is not channeled, diverted, or increased to adjoining property owners. Owner is potentially liable for drainage that is channeled, diverted or increased to adjoining property owners and may be required to install storm water controls to prevent potential storm water damage to property owners.
- NEW CONSTRUCTION INFORMATION - An elevation review will be needed to determine if the height elevation is consistent with the elevations of existing structures or elevation of common ground. Increasing the height elevation from the common ground elevation increases storm water drainage to possible diversion to adjoining property owners. Shawnee Township Zoning and Allen County Subdivision Regulations address that lots shall be developed with due consideration for storm water drainage, and storm water SHALL NOT, be increased, channelized or diverted to adjoining property owners.
- Lot - Ground disturbance of over 1-one acre (to include driveway cuts) will REQUIRE a SWP3 - Storm Water Protection Permit review by the Allen County Drainage Engineer. Any portion of the property owners lot is found to be located in a food plain area, a review and possible permit will be required by the Lima / Allen County Regional Planning Commission under the FEMA regulations. No construction is authorized within a flood hazard or flood plain district. A review and determination by Shawnee Township, Allen County Drainage Engineer and LACRPC will be needed to be conducted. Any construction in a designated "Federal Protected Wet Land" will require additional review and approval by State and Federal Authorities.
- COMMERCIAL / INDUSTRIAL - All Commercial and Industrial Applications for Construction sent to Lima/Allen County Building Department will REQUIRE a permit issued by Shawnee Township Zoning Department. All commercial and industrial construction in Shawnee Township DOES REQUIRE Lima/ Allen County Building Department approval and permits. Occupancy permits are handled by the Lima/Allen County Building Department and Shawnee Township Fire Department Fire Inspector.
- Right Of Revocation - It is understood and agreed by this applicant that any error, misstatement, misrepresentation of material fact, with or without intent, such as might and/or would case a refusal of this application, or any material alteration in the accompanying plans made subsequent to the issuance of a Zoning Certificate without approval of the Zoning Inspector or Zoning Board of Appeals, shall constitute sufficient grounds for the revocation of such certificate. The applicant further agrees to allow the Zoning Inspector access to the property for on-site inspection(s).
- The applicant agrees to abide by the Ohio Revised Code Sections §5589.08, §5589.10, and §5589.22 in that no dirt or mud is permitted on the road right-of-way during construction and that any repair costs for damage to the roadway or parts thereof will be paid by the applicant.
- There may be deed restrictions on the property that differ from the Shawnee Township Zoning Regulations. Please check your deed to make sure that any proposed project meets any restrictions that may be in effect.

**ZONING REVIEW:**

I HAVE CONDUCTED A REVIEW OF THIS APPLICATION, AS SUBMITTED BY THE APPLICANT AND/OR OWNER OF THE PROPERTY FOR CONSIDERATION AND APPROVAL FOR A CONSTRUCTION / ZONING CERTIFICATE PERMIT TO BE ISSUED BY THE ZONING AUTHORITY OF SHAWNEE TOWNSHIP. BASED ON THE INFORMATION PROVIDED, AS WELL AS REVIEW OF ALL RELEVANT DOCUMENTS THE DECISION TO ISSUE AN ZONING CERTIFICATE IS HEREBY:

\_\_\_\_\_ GRANTED \_\_\_\_\_ MODIFIED \_\_\_\_\_ DENIED - OWNER TO REFER THIS DENIED APPLICATION TO THE SHAWNEE TOWNSHIP BOARD OF ZONING APPEALS FOR A VARIANCE CONSIDERATION OR CONDITIONAL USE PERMIT AFTER A PUBLIC HEARING ON THE MATTER.  
 REASON:

ZONING INSPECTOR:

DATE DECISION RENDERED:

1. Insure your application is completed in its entirety. Incomplete applications or applications missing information **WILL NOT BE PROCESSED** - Parcel Numbers #46-XXXX-XX-XXX. XXX, and Lot # can be obtained from the Allen County Auditor's Web Site. Type <http://allencountyohpropertytax.com/>, Put in your name, or address or parcel # to get the information.
2. Applications are reviewed on a case by case basis, and per Shawnee Township Zoning Resolution, the Zoning Inspector has a maximum of 30 days to render a decision on applications filed for review. Missing information will result in a delay in approving your application. Applications submitted with all the information are routinely approved in 72 hours.
3. Construction must be conducted within one year of being issued. After one year, and a new permit will be required to be issued. Permit fee will be ½ of the original cost of first permit issued.
4. Construction on property WITHOUT A PERMIT is in violation of Shawnee Township Zoning Resolution. Construction without a permit shall be subject to DOUBLE the permit fee if a permit is obtained within TEN-10 days of notification. Permit fee will be TRIPPLED for permit obtained after TEN-10 days of notification.
5. Any change in construction size, location, design or other significant design alteration shall be subject to stop work order / cease and desist order. An administrative fine of \$100.00 shall be initiated and every day the violation continues to exists shall be subject to a \$100.00 a day administrative fine being imposed upon property owner, for violation of Shawnee Township Zoning Resolution (519.99 ORC).
6. All applications must be sent electronically [Zoning@shawneetownship.com](mailto:Zoning@shawneetownship.com). Fees are to be paid by means of check or money order made out to SHAWNEE TOWNSHIP. No cash will be accepted. Payment may be dropped off at the Shawnee Township Admin. Building, or Mail Box outside of Road / Zoning Offices, or mailed directly to Shawnee Township Administration Building c/o Zoning Department, 2530 Ft. Amanda Road, Lima, Ohio 45804. Permits, as well as copies of payment and receipt will be electronically returned back to applicant / owner.
7. All previous applications are VOID and only application revised after 01/15/2023 will be accepted. Old applications used, will NOT be considered and new application must be utilized for consideration.