



# APPLICATION FOR ZONING APPROVAL

City of Steubenville  
Planning and Zoning Commission  
308 Market Street, Room 205  
Steubenville OH 43952  
(740) 283-6000 extension 1700

\*\*\*\*\*

Name of Property Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone No. of Primary Owner Contact: \_\_\_\_\_

Name of Lessee (if applicable): \_\_\_\_\_

Address of Lessee: \_\_\_\_\_

Telephone No. of Primary Lessee Contact: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use (if different than current use): \_\_\_\_\_

Description of planned construction: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**Applicant must contact the following City Departments:**

Water Department for (283-6000 ext 1400):

1. Connection to/location of water lines & easements
2. Fire hydrant use and type

Sewer Department for (283-6000 ext 3600):

1. Connection to/location of sanitary sewer lines & easements
2. Connection to/location of storm sewer lines & easements

Engineering Department (283-6000, ext. 3300) for:

1. Storm water management and control
2. Traffic and street access
3. Address number assignment

Building Inspection Department (283-6000, ext. 3400) for:

- 1. Building plan approval and building permits
- 2. Electrical plan approval and permits
- 3. Fire alarm/suppression system plan approval and permits
- 4. Demolition
- 5. Excavation and soil erosion control

Health Department (283-6000, ext. 1500) for:

- 1. Plumbing plan approval and plumbing permits
- 2. Food service operation/establishment floor plan approval and licenses

When involving historic districts or sites, the Historic Landmarks Commission (283-6000, ext. 1700) for:

- 1. Exterior alteration/building plan approval
- 2. Demolition

Utility Collection Office (283-6000, ext. 1400) for:

- 1. Establishment of water and refuse collection accounts
- 2. Connection/disconnection of water service

Income Tax Office (283-6000, ext. 1301) for:

- 1. Business registration

\*\*\*\*\*

**Application must be accompanied by a plot plan which includes:**

- \_\_\_ Property owner name and names and addresses of abutting property owners
- \_\_\_ Lot or tract boundaries showing accurate bearings and distances, including project location map
- \_\_\_ Location of existing and proposed buildings, structures and uses, including accessory buildings or uses, heights and dimensions of such and distances between same
- \_\_\_ Existing and proposed uses of land, buildings and structures
- \_\_\_ Existing and proposed abutting street rights-of-way, cartways and curbs adjacent to site
- \_\_\_ Location and dimension of existing and proposed buildings and setback lines, front side and rear yards
- \_\_\_ Existing and proposed driveways, access drives, sidewalks, parking lots, parking spaces, access aisles, loading and unloading areas
- \_\_\_ Location, dimension, height and type of existing and proposed signs
- \_\_\_ Existing and proposed utilities, including water lines, sewer lines, storm sewers, natural gas lines, electric lines, telephone lines, and related easements
- \_\_\_ Architectural drawings illustrating exterior designs of existing and proposed buildings and structures
- \_\_\_ Location and dimension of existing and proposed common open space and active play area, if any

- \_\_\_ Landscaping Plans, when required by zoning code section 1185.11
- \_\_\_ Traffic Circulation Plans, when required by zoning code section 1185.14(h)
- \_\_\_ Time schedule for completion of each phase or stage of project

\*\*\*\*\*

**Application must be accompanied by the following fee:**

- \_\_\_ New construction, remodeling or additions – existing residential buildings with three (3) or fewer dwelling, boarding or rooming units under the same roof; including fences, walls, driveways and accessory buildings or uses:
  - \_\_\_ \$10.00 when a certificate of zoning approval is applied for prior to the commencement of remodeling or construction;
  - \_\_\_ \$20.00 when a certificate of zoning approval is applied for after the commencement of remodeling or construction.
  
- \_\_\_ New construction, remodeling or additions – existing residential buildings with four (4) or more dwelling, boarding or rooming units under the same roof, commercial and other uses; including fences, walls, signs, parking lots, driveways and accessory buildings or uses:
  - \_\_\_ \$20.00 when a certificate of zoning approval is applied for prior to the commencement of remodeling or construction;
  - \_\_\_ \$40.00 when a certificate of zoning approval is applied for after the commencement of remodeling or construction.
  
- \_\_\_ Existing buildings or uses – Fee of ten dollars (\$10.00) for issuance of certificate of zoning approval when requested by property owner.

\*\*\*\*\*

**All applicants please note: All plot plans will be field verified before approval. If the Zoning Administrator can not determine the accurate location of property lines when field checked, a property survey and the placement of markers by a surveyor will be required. Applicant understands that in the event a Certificate of Zoning Approval is issued, it shall become void if construction is not completed within one (1) year of the date of approval and a new Application for Zoning Approval shall be required.**

\*\*\*\*\*

I/we certify that the above/accompanying information is true and correct under penalty of law.

Signature of Property Owner/Lessee/Agent for Owner or Lessee (Applicant):

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\*\*\*\*\*

This Section for Planning and Zoning Commission staff use only:

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

Application submitted is properly completed \_\_\_\_\_ yes \_\_\_\_\_ no

Application is signed by property owner or lessee \_\_\_\_\_ yes \_\_\_\_\_ no

Application is accompanied by plot plan \_\_\_\_\_ yes \_\_\_\_\_ no

Plot plan includes all necessary information \_\_\_\_\_ yes \_\_\_\_\_ no

One copy of plot plan submitted \_\_\_\_\_ yes \_\_\_\_\_ no

Appropriate fee has been paid \_\_\_\_\_ yes \_\_\_\_\_ no

Plot plan indicates use/construction is in compliance with zoning code \_\_\_\_\_ yes \_\_\_\_\_ no

Zoning compliance plot plan review completed by \_\_\_\_\_ on \_\_\_\_\_, 20\_\_

Pre-construction site visit conducted on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ verifies that conditions shown on plot plan are accurate \_\_\_\_\_ yes \_\_\_\_\_ no. If no, explain

Post-construction site visit conducted on \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ verifies that final completed construction complies with city zoning code \_\_\_ yes \_\_\_ no. If no, explain

Certificate of Zoning Approval issued: Part A on \_\_\_\_\_, 20\_\_  
Part B on \_\_\_\_\_, 20\_\_

Certificate transmitted to Applicant on \_\_\_\_\_, 20\_\_ by the following \_\_\_ hand delivery \_\_\_ mail \_\_\_ fax \_\_\_ e-mail

Certificate of Zoning Approval not issued for the following reason(s): \_\_\_\_\_

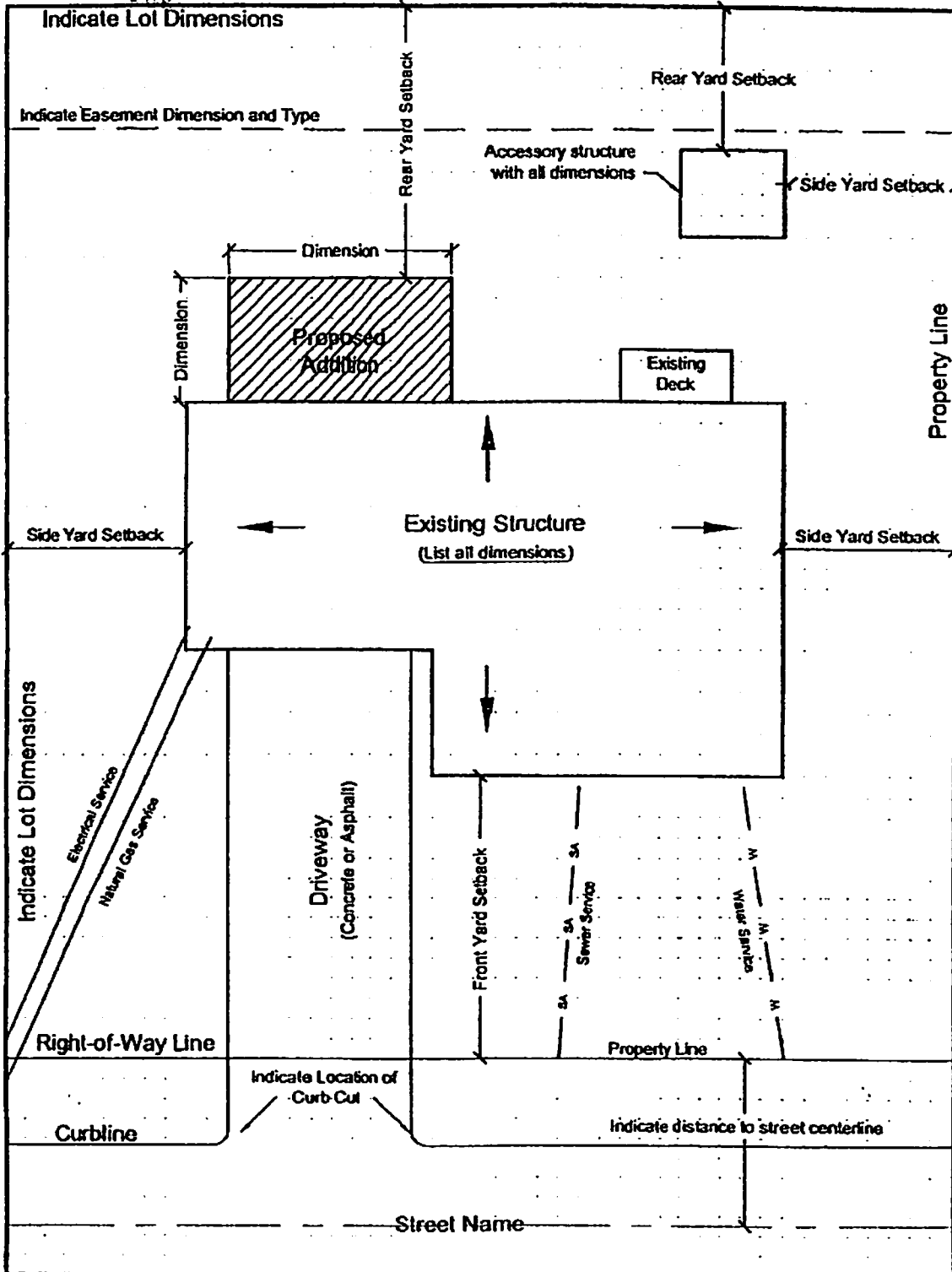
Correspondence denying zoning approval transmitted to Applicant on \_\_\_\_\_, 20\_\_ by certified mail.

# SAMPLE PLOT PLAN

## FOR BUILDING INSPECTION AND ZONING PERMIT

Indicate what is on adjacent properties, show side streets if applicable.

FOR REFERENCE ONLY DO NOT DRAW ON THIS PAPER!!!



↑  
North  
(Circle One)

Scale:  
1 sq = \_\_\_ ft

Orientation:  
 portrait  
 or  
 landscape

### Hints for a usable site plan

- \*Scale the drawing
  - \*Use a ruler
  - \*Be accurate - avoid guessing
- Call for Utility Locates: