
Zoning Permit Application

INSTRUCTIONS

Provided for informational purposes only, refer to the Township Resolution for specific zoning requirements:

Walnut Township | 11420 Millersport Rd., Millersport, OH 43046 | Web: www.walnuttp.com | 740-467-2420 |
Zoning Inspector – zoninginspector@walnuttp.com | The Zoning Resolution/Code is located on the Township Website

1. **All** construction projects that involve a structure, requires a Zoning Permit. These projects require a Zoning Permit:
 - a. Industrial and commercial buildings
 - b. Apartments
 - c. Single and multi-family dwellings
 - d. Manufactured homes and structures
 - e. Additions to any structure
 - f. Solar and wind power generation
 - g. Cell towers
 - h. When an Agriculture exempt structure is no longer used for Agricultural
 - i. Decks
 - j. Carports, lean-to's, porches
 - k. Garage and shed
 - l. Barns
 - m. Pools
 - n. Signs
 - o. Fences
 - p. Any other structures not named
2. Start the permit process with a Zoning Permit Application, found on our website or at the Township Offices Lobby. You can do this as long as the lot/parcel has been legally recorded.
3. Zoning Permits are **not** required for:
 - a. Maintenance and repairs
 - b. Driveways, paved or gravel
 - c. Sidewalks
 - d. Structures used for Agricultural.
 - We ask that a ***Declaration of Agriculture Use Certificate*** be completed for Agricultural uses. This insures that there are no misunderstandings on what the law states regarding Zoning and Agricultural uses. In general, this exemption does not apply to residential neighborhoods. See Zoning Resolution for more information.
 - Please note: If the structure ceases to be used for agriculture, the property owner is required to obtain a Zoning Permit in order to be compliant with the Township Zoning Resolution. If there is a chance your Ag Exempt project will no longer qualify for Ag Exempt status in the future we strongly encourage you to construct it according to the Zoning Resolution.
4. Zoning Districts – Make sure you know what Zoning District your property is in before you build. You can make that determination by going to the Zoning District Map link found below. DO NOT go to the County Auditor's website for this information. Just because the Auditor's information indicates that the property is residential or commercial, does not mean that you can legally build on it from a zoning point of view. There is a Re-Zoning process that you can go through with the Township if you feel that you can make a "case" with the Zoning Commission that your property is better served with a different zoning district classification.

Zoning Permit Applications - Instructions

- a. Zoning District Map is located on the Fairfield County Regional Planning website, go to “County Sources” tab, click “Township information”.
5. Zoning Resolution/Code can be found at: www.Walnuttp.com.
6. Zoning Permit Applications –
 - a. These must be completed for the project type.
 - b. Become familiar with building setbacks and road frontage.
 - It is important to keep in mind that Walnut Townships setbacks are measured from the roof overhang/eave line, not including the gutter. Failure to keep this in mind could be very costly to you. Clearly show all roof overhangs on your site plan. If you do not, your application **will** be rejected.
 - c. Your application must also include a scaled site plan with your lot lines clearly indicated with the metes and bounds information indicated. This is for your protection. We have had a few instances where the owner/builder failed to have a complete understanding of where the property line was and constructed his project on his neighbor’s property and had to move the structure.
 - d. By signing, the Applicant understands that he/she must comply with all applicable Walnut Township Zoning Resolutions before he/she is granted a final Zoning Permit.
 - e. All applications must be signed by the property owner unless a Power of Attorney has granted another party signing authority on behalf of the Owner.
 - f. Pursuant to Ohio Revised Code 519.15 and Walnut Township Zoning Resolution 7.2, any aggrieved party or township officer affected by the issuance of this permit can appeal to the Walnut Township Board of Zoning Appeals within 20 days from the date the permit was issued. If you receive notice of an appeal, please consult with the Walnut Township Zoning Resolutions/Ohio Revised Code Chapter 519 to determine your options or seek private legal representation.
7. Zoning Inspector – If you have any questions about a particular piece of property, it is best to email the Zoning Inspector. Provide the address if known, if not, provide the parcel number found through the County Auditor’s web site or the Real Estate Tax Bill. Or you may call using the Township Office phone number and leave a message for the Zoning Inspector.
8. Building near the Construction and Demolition Debris Landfill on S.R. 37. Under Ohio law, a potable well system cannot be constructed within 500 feet of the Micro C&DD landfill.
9. Road culvert permit. Contact the Township Roads Supervisor for a required no cost permit.
10. Before Building – **Prior to construction**, physically stake out the project (showing all pertinent elements of the construction project) with respect to the property lines. Which means that your property pins must be visible and then, contact the Zoning Inspector one (1) week before proceeding. The Zoning Inspector will review **your layout** for general conformance. DO NOT ask the Zoning Inspector to do any of the layout work for you. If you do not lay out the project it could cause as delay in your project.