

**APPLICATION FOR ZONING PERMIT**

**Business/Commercial**

The undersigned applies for a Zoning Permit for the purpose stated. The requested Zoning Permit is issued on the basis of the information contained within this application. The Applicant hereby certifies that all information and attachments to this application are true and correct. Further, the Applicant understands this permit is void if the work is not started within 1 year or is not completed within two (2) years. (Applicant please initial) \_\_\_\_\_

1. Name of Property Owner/Applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: Home: \_\_\_\_\_ - \_\_\_\_\_ Mobile: \_\_\_\_\_ - \_\_\_\_\_ Business: \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Name of Contractor and business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: Home: \_\_\_\_\_ - \_\_\_\_\_ Mobile: \_\_\_\_\_ - \_\_\_\_\_ Business: \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Physical address of property for this application: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Parcel No. \_\_\_\_\_

Section: \_\_\_\_\_, Range: \_\_\_\_\_, Lot No. \_\_\_\_\_

(If parcel is not located in a platted subdivision, a legal description must be attached)

4. Property is presently zoned as: \_\_\_\_\_ Estimated cost of construction \$ \_\_\_\_\_

5. Proposed permit is for: New Build [ ] | Addition [ ] | Accessory Building [ ] | Change of Use [ ]

Note: A separate permit is required for each.

6. Describe structure and uses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Lot Size: Width: \_\_\_ ft | Depth: \_\_\_ ft | Total Area: \_\_\_ SF or acres \_\_\_ | Street Frontage: \_\_\_ ft

8. Building set back dimensions from the eaves/roof overhang to the property lines:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ From the front, Left side: \_\_\_\_\_ Right side: \_\_\_\_\_

9. Building size: # of stories: \_\_\_\_\_ Total height: \_\_\_\_\_ Total area in SF: \_\_\_\_\_ Provide building floor plans: \_\_\_\_\_

10. Type of sewage treatment system: \_\_\_\_\_

11. Type of drinking water system: \_\_\_\_\_

12. Total number of off-street spaces to be provided: Parking \_\_\_\_\_ Loading berths \_\_\_\_\_

13. Each application is to contain the following attachments and clearly indicate project address on each page:

A. Scaled and dimensioned Site Plan: Show all new and existing buildings and physical features. See sample site plan.

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- B. Scaled and dimensioned Floor Plan(s), Exterior Wall Elevations (front, back and each side).
- C. Scaled and dimensioned Parking Plans in accordance with Section 10.10 of the Zoning Resolution to include but not limited to:
  - 1. Construction Plan showing hard pavement, gravel pavement, screening, fencing (separate permit).
  - 2. Parking Plan showing: Parking spaces, access driveways, circulation and movement patterns for customers and deliveries.
  - 3. Scaled drainage plans indicating existing and proposed site contour lines at a minimum of 1'-0" increments. Show culverts and storm sewers
  - 4. Scaled and dimensioned Site Lighting Photometric Plan for pole mounted and wall mounted lighting.
  - 5. Site lighting cut off fixtures.

**IMPORTANT:** It is imperative the applicant understands the **setback** is measured from the lot line (property line) to the roof eave/roof overhang, **NOT the walls** and that line is clearly noted and dimensioned on the site plan. Failure to do so will result in a delay in your application.

- Copy of Deed • Legal Survey • Flood Plain Permit (where Reqd.) • Well permit or affidavit stating service is municipal water service • On-site sewage treatment or affidavit stating service is municipal sewer • Twp. Road right-of-way permit (if Twp. Road)

#### 14. **Ohio Fire Code (Section 506 Key Boxes)**

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official. An approved lock shall be installed on gates or similar barriers when required by the fire code official. The operator of the building shall immediately notify the fire code official and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box. **Fire Chief Contacts: Thurston (740) 862-6542, Millersport (740) 467-4306**

*This permit application applies **only** to the Walnut Township Zoning Resolution. The Applicant understands that additional permits may be required from County, State or other regulatory agencies. The Applicant understands it is their responsibility to contact the appropriate agencies and comply with their regulations.*

#### Important Information:

- Township Zoning District Map - [http://www.co.fairfield.oh.us/rpc/pdf/wa\\_Zoning\\_sep\\_13.pdf](http://www.co.fairfield.oh.us/rpc/pdf/wa_Zoning_sep_13.pdf)
- Walnut Township Zoning Resolution/Code - [www.Walnuttp.com](http://www.Walnuttp.com).
- Underground water and soil suitability verification (no cost) – Fairfield Co. Soil & Water Conservation District | 740-653-8154
- Underground Utilities –Contact the specific utility **and** OUPS at 1-800-362-2764, **before you dig!**
- See **“Zoning Permit Application Instructions”** and **“Building In Walnut Township”** for other important information.

The Applicant hereby certifies that all information and attachments to this application are true and correct and agrees with all aspects of this permit and the Zoning Resolution.

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. In order for the final Zoning Permit to be approved, the Zoning Inspector, or his designee, may inspect the property multiple times during the construction process to ensure compliance with Walnut Township Zoning Resolutions. The Zoning Inspector, or his designee, shall notify the Applicant of the Zoning Inspector’s, or his designee’s, intent to inspect the property and schedule a time with Applicant for said inspection. Upon receiving notice, Applicant agrees to consent to the Zoning Inspector’s, or his designee’s, entrance on the Applicant’s property for the requested inspection. Failure of the Applicant to permit the Zoning Inspector, or his designee, to enter the Applicant’s property during the construction process may result in the Applicant’s final Zoning Permit being denied.

Property Owner (only): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Once permit is issued and project is ready for construction, provide preliminary construction stakes showing **outline of construction, lot lines and lot pins** and notify Zoning Inspector one (1) week minimum prior to construction.*

*Applicant, provide three (3) signed copies | Z.I., one (1) copy goes to Applicant, two (2) for zoning file*

# APPLICATION FOR ZONING PERMIT - **Business/Commercial**

*Provide check only after Application has been approved*

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For Zoning Office Use Below This Line

Date Application received \_\_\_\_\_ \$ \_\_\_\_\_ fee received (after approval) | Check # \_\_\_\_\_

Zoning Inspector's Checklist:

Scaled Site Plan:[  ] | Legal Survey:[  ] | Floodplain Permit:[  ] | Water permit:[  ] | Sewage permit:[  ]

Legal Survey:[  ] | Road right-of-way permit:[  ] | Parking Requirements: [  ]

Permit has been, Approved:[  ] | Denied:[  ] | Date: \_\_\_\_\_ Z.I. \_\_\_\_\_

Preliminary construction location staking, approved:[  ] | Date: \_\_\_\_\_ Z.I. \_\_\_\_\_

Final construction, approved:[  ] | Date: \_\_\_\_\_ Z.I. \_\_\_\_\_

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# Zoning Permit Application & Start of Construction

## 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](http://www.walnuttp.com) | 740-467-2420 |  
Zoning Inspector – [zoninginspector@walnuttp.com](mailto:zoninginspector@walnuttp.com) | The Zoning Resolution/Code is located on the Township Website

### GENERAL INFORMATION

1. **All** construction projects that involve a structure, require a Zoning Permit including these examples:
    - 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 Agriculture
    - 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 start the permit application process once 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 and steps
    - d. Structures used for Agricultural.
      - We ask that a **Declaration of Agriculture Use Certificate** be completed for all Agricultural uses. This insures that there are no misunderstandings on what the law states regarding Zoning and Agricultural uses. In general, the agricultural 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 Resolution/Code can be found at: [www.Walnuttp.com](http://www.Walnuttp.com).
  5. 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 located on the Regional Planning Website. County Resources/Township Information or <https://www.co.fairfield.oh.us/rpc/Zoning-Information.html>
  6. There is a 1300 minimum square foot requirement for houses. Do not include the area of an attached garage as part of the area calculation.
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## Zoning Permit Application - Instructions

7. Zoning Inspector – If you have any questions about a particular piece of property, it is best to email or call 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.
8. Building near the Construction and Demolition Debris Landfill on S.R. 37. Under Ohio law, a potable well system cannot not 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.

## COMPLETING and SUBMITTING YOUR ZONING PERMIT APPLICATION

1. Zoning Permit Applications
  - a. These must be completed for the project type.
  - b. Become familiar with building setbacks and road frontage (see Zoning Resolution).
    - 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:
    - Scaled and dimensioned **Site Plan** with your lot/property lines and lengths clearly indicated. See **SAMPLE SITE PLAN** attached for additional requirements.
    - Scaled and dimensioned **Floor Plans**.
    - Scaled and dimensioned **Exterior Building Elevations** showing the building height above grade (and above dam where applicable).
  - d. All plans noted above must be drawn to scale to ensure that your project will fit on your site and in order to show all spatial relationships. Plans are to be drawn to industry accepted standards. For example site plans will be 1"=10' | 1"=20' | 1"=30' or 1/16"=1'-0" | 1/8"=1'-0"; building elevations and floor plans will 1/8"=1'-0" | 3/16"=1'-0" or similar scale.
  - e. 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.
  - f. 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.
  - g. 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.
2. Printing and delivering your plans to the Township. Plans can be drawn on whatever size paper you wish. However, for reasons of practicality of storage of your plans in our files, those need to be reduced (if needed) to no more than 11"x17" paper size for residential plans and 15"x22" paper size for commercial/industrial plans. In all case use standard recognized paper sizes for all plans within the maximum limit noted.
3. Paying for your permit – See Fee Schedule on website or at Township offices. Once your plans are reviewed and ready for pick up you may drop off a check or money order for payment. DO NOT provide a check with your plans. Cash will not be accepted.

## BEFORE YOU START CONSTRUCTION

1. 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 construction it could cause a delay in your project.

*Careful planning and following these instructions on your part will help get your project started off in the right direction.*

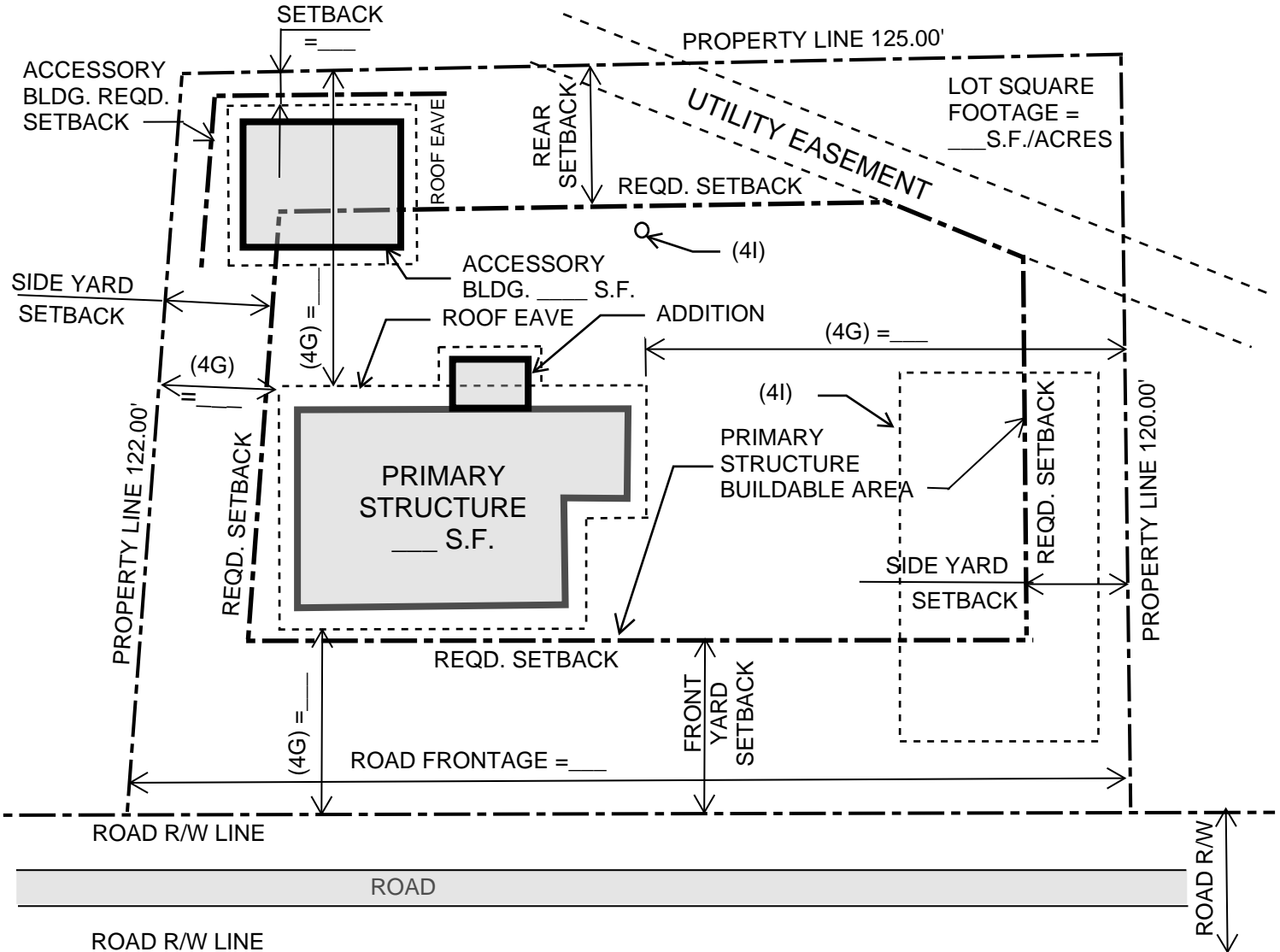
# SAMPLE SITE PLAN

PERMIT APPLICATION

**NOTES:** A SITE PLAN IS TO BE INCLUDED WITH ALL ZONING PERMIT APPLICATIONS

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1. ALL SITES PLANS MUST BE DRAWN TO SCALE AND MUST BE LEGIBLE.  
FOR EXAMPLE: 1"= 10'-0" | 1" = 20'-0" | 1"=30'-0" OR 1/16"=1'-0" | 1/8" =1'-0".
2. INCLUDE ADDRESS AND OWNERS NAME
3. FREEHAND SKETCHES ARE NOT PERMITTED.
3. MAXIMUM FINAL PRINTED SIZE IS 11" x 17" RESIDENTIAL | 15" x 22" COMMERCIAL (NO EXCEPTIONS).
4. SITE PLAN MUST SHOW:
  - A. ALL PROPERTY LINES/RIGHT-OF WAYS (R/W) AND EASEMENTS.
  - B. LOT SQUARE FOOTAGE OR ACRES
  - C. EACH STRUCTURE SQUARE FOOTAGE
  - D. PARKING AREA FOR COMMERCIAL/INDUSTRIAL BUILDINGS
  - E. ALL EXISTING STRUCTURES (IF ANY)
  - F. ROAD FRONTAGE
  - G. FRONT, REAR AND SIDE YARD SETBACKS (MEASUURED TO THE ROOF EAVES)
  - H. ROOF EAVES
  - I. LEACH FIELD & WELL (WHEN APPLICABLE) PER DEPT. OF HEALTH REQUIREMENTS



**Walnut  
Township  
Zoning**

**SITE PLAN**

1"=20'-0"

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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## Building In Walnut Township

### GENERAL INFORMATION

*This “general information” is provided as a courtesy only, is subject to change and is the responsibility of the builder and homeowner. Additional information may also be required from other County, State or other regulatory agencies.*

**Fairfield County Auditor** - <http://realestate.co.fairfield.oh.us/>

- Search property records on line

**Fairfield County Engineer** | 3026 West Fair Ave., Lancaster, OH 43130 | 740-652-2300 | Web: [www.fceo.org](http://www.fceo.org) |

- New driveway location on county and township roads
- Driveway culvert permit on county roads
- New home/business address assignment

**Fairfield County Regional Planning** | Fairfield County Courthouse, 210 East Main Street, Room 302, Lancaster, OH 43130 | 740-687-7110 | Email: [rpc@co.fairfield.oh.us](mailto:rpc@co.fairfield.oh.us) | Web: www.

- Subdivision / Lot splits (when creating a new lot from a larger parcel)
- Land Use Plan
- Floodplains – Floodplain Development Permit is required for all lots/parcels within the floodplain. Flood Map is here: <http://www.co.fairfield.oh.us/rpc/flood.htm>
- Farmland Preservation Maps

**Fairfield Department of Health** | 1550 Sheridan Drive, Suite 100, Lancaster, OH 43130 | Phone: 740-652-2800 | Web: [myfdh.org](http://myfdh.org) | Environmental Health Division is responsible for:

- Lot splits + Subdivisions of land
- Sewage treatment
- Private water systems (wells)
- Plumbing permits and inspections – required for all residential and commercial construction

**Fairfield County Building Dept.** | Fairfield County Courthouse, 210 East Main Street, Room 302, Lancaster, OH 43130 | 740-652-7130 | 740-652-7130 or 614-322-5202 | Email: [rpc@co.fairfield.oh.us](mailto:rpc@co.fairfield.oh.us) | Web:

<http://www.co.fairfield.oh.us/buildingdepartment/>

All non-residential construction building projects require a Building Permit from Fairfield County.

**Fairfield Soil and Water District** | 831 College Ave #B, Lancaster, OH 43130 | 740-653-8154 | Web: [www.fairfieldswcd.org](http://www.fairfieldswcd.org) |

- Underground water and site soil suitability (no cost) – The public can request that a staff member give recommendation on the suitability of your lot for a home or business. **This is one of the least known services available and could save you thousands of dollars in unforeseen costs. Call Fairfield Soil and Water District before you buy your lot. If that is not possible, certainly before you decide to build.**
- Wetland locations – A staff member will research your parcel for you to determine if you are in an official Wetland Area as designated by the US Fish and Wildlife Service. Construction in wetlands is prohibited by federal law.

## Building in Walnut Township – General Information

- Wetlands are determined by the National Wetland Inventory | <https://www.fws.gov/wetlands/data/mapper.html> (click on Wetland Mapper V1 and enter address that is closest to your project.) |
- Preserved Farm Land and Agricultural Easements - Building on Preserved Farm land and Agricultural Easements is prohibited by law. For a map go to: [http://www.co.fairfield.oh.us/rpc/zoning\\_information.htm](http://www.co.fairfield.oh.us/rpc/zoning_information.htm) browse to Walnut Township “Protected Agricultural Area Map”.

### Home Owners Associations (HOA) and Deed Restrictions

As the property owner, you should be aware that in some locations there are HOA’s that have certain requirements, for everything from exterior colors to architectural styles that you have to build to, in order to comply with the HOA’s requirements. There *could* be specific individual deed restrictions as well. Walnut Township does NOT enforce nor do we verify that you are meeting these requirements.

**Licking County Waste Water** | 4455C Walnut Rd., Buckeye Lake, OH 43008 | 740-928-0302 | [www.lcounty.com/WW/default.aspx](http://www.lcounty.com/WW/default.aspx)

- Sewer – All areas around Buckeye Lake and Fairfield Beach

**Village of Millersport** | 2245 Refugee Street, Millersport, OH 43046 | 740-467-2333 | [www.millersportohio.com](http://www.millersportohio.com) |

- Water and sewer – contact the Village for locations served.

### Ohio Department of Natural Resources

- Well Logs | Web: <https://apps.ohiodnr.gov/water/maptechs/wellogs/app>
- Work on Buckeye Lake Dam | Buckeye Lake State Park, 2905 Liebs Island Rd., Millersport, OH 43046 | Attn. Pete George – [peter.george@dnr.state.oh.us](mailto:peter.george@dnr.state.oh.us) | 740-467-2690 |

**Ohio Department of Transportation, Fairfield County** | 3265 West Fair Ave., Lancaster, OH 43130 | 740-653-5961 | Web: [www.dot.state.oh.us](http://www.dot.state.oh.us) |

- New driveway location on State roads
- Driveway culverts permit
- All Signs along State roads need to be approved

**Ohio Utilities Protection Service (OUPS) - Underground Utilities** – Contact the specific utility **and** OUPS at 800-362-2764, **before you dig.**

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

- See “Zoning Permit Application Instructions”