

Zoning Permit Application Instructions

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Ada, Ohio Zoning Inspector

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The following shall apply in the application and issuance of zoning certificates.

- (a) All zoning certificates shall be issued in the name of the titleholder (property owner).
- (b) Written application shall be made for a zoning certificate for the construction of a new building or the alteration of an existing building. Said certificate shall be issued within thirty (30) days after a written request for the same has been made to the Zoning Inspector or agent, provided such construction or alteration is in conformity with the provisions of this Zoning Ordinance.
- (c) Written application for a zoning certificate for the use of vacant land or for a change in the use of land or of a building or for a change in a nonconforming use, as herein provided, and shall be made to the Zoning Inspector. If the proposed use is in conformity with the provisions of this Zoning Ordinance, the certificate therefor shall be issued within thirty (30) days after the application for it has been made.
- (d) Every application for a zoning certificate shall be accompanied by a plot plan in duplicate, and such other plans as may be necessary to show the location and type of buildings to be erected or alterations to be made. Where construction or physical improvement of the land is involved, the lot and the location of the buildings erected thereon shall be staked out on the ground before construction is started and all dimensions shown on filed plans. Where complete and accurate information is not readily available from existing records, the Zoning Inspector may require the applicant to furnish a survey of the lot by a registered surveyor.
- (e) Failure to notify the applicant of refusal within thirty (30) days shall entitle the applicant to a zoning certificate unless the applicant consents to an extension of time.

Included in this packet you will find the Zoning Permit Application form and the Contractor / Sub – Contractor list. The application should be filled out to the best of your ability.

If you are using contractors fill the Contractor List out. You are responsible for filing, completing and / or updating the Contractor List as work is awarded for your project.

If you are starting and building a new business there is a Business Registration form available.

Payments of fees must be received before the application will be reviewed and processed. Check or money order should be made payable to the "Village of Ada." Cash is accepted in person with the zoning inspector or the village office. Only the village office accepts credit cards. If your fee is unknown to you call me.

There is a "Zoning Mailbox" at the village Police Department that is available 24 hours a day to drop off your paperwork.

Summary: Turn in zoning application, drawing, contractor list, pay fee and have your project staked for the first inspection before a permit will be issued. Feel free to call me with questions.

Zoning Permit Application

Village of Ada
Municipal Building
115 W. Buckeye Street
Ada, Ohio 45810

Construction / Alteration
 Change of Use
 Driveway / Curb Cut
 Miscellaneous

Date Application Filed: _____ Permit #: _____

Owner: _____ Telephone #: _____

Address: _____

Applicant: _____ Telephone #: _____

Address: _____

Permit Location: _____

Lot # & Subdivision: _____

Lot Size and Area: _____

Zoning District: _____ Proposed Use: _____

Building is to be _____ FT. wide by _____ FT. long by _____ FT. In height,
and shall be what type of construction _____

Lot coverage for structure: _____

Yards – Front _____ Rear _____ Side _____ / _____

Encroachment _____ Off Street Parking Required: _____ Provided: _____

Signs: _____ Variance Requested: _____

Contractor: _____ Federal I.D.#: _____

Address: _____ Telephone #: _____

Area in Square Feet: _____ Permit Fee: _____ Estimated Cost: _____

I certify that all information contained in this application and its supplements is true and correct. _____ (Applicant's Signature)