

Village of Ada, Ohio
ZONING PERMIT APPLICATION INFORMATION AND INSTRUCTIONS

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The following may assist you in your application for a zoning certificate as outlined in Part 11, Section 1177 of the Ada Codified Ordinance. For a complete review of these laws you may visit our Documents Section online at www.adaoh.org.

Selected Ordinance Information

1177.02 ZONING CERTIFICATES.

(a) It shall be unlawful for an owner to use or permit the use of any structure, building or land or part thereof, however created, erected, changed, converted or enlarged, wholly or partly, until a zoning certificate shall have been issued by the Zoning Inspector. It shall be the duty of the Zoning Inspector to issue a certificate, provided he is satisfied that the structure, building, or premises and the proposed use thereof conforms to all the requirements of this Ordinance. The Zoning Inspector shall issue no permit for excavation, construction, or reconstruction unless the plans, specifications and the intended use conform to the provisions of this Zoning Ordinance.

(b) Upon written request from the owner or authorized agent, the Zoning Inspector shall issue a zoning certificate for any building or premises existing at the time of enactment of this Ordinance certifying after inspection the extent and kind of use made of the building or premises and whether such use conforms to the provisions of this Zoning Ordinance.

1177.03 CONDITIONS UNDER WHICH CERTIFICATES ARE REQUIRED.

- (a) Any new construction including accessory buildings and mobile homes.
- (b) Any constructions involving exterior structural change such as, room addition, deck patio, porch, etc.
- (c) Any change in the use of an existing building or vacant lot, even if it is a conforming use.
- (d) Change in the open area in the R-District, driveways, parking areas, etc.
- (e) Demolition of a structure one thousand (1,000) square feet or more.
- (f) Moving a structure of two hundred (200) square feet or more.

1177.04 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 his 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.

1177.05 GENERAL PROVISIONS.

Each plan shall show:

- (a) The street providing access to the lot and the exact location of the lot in relation to the nearest cross street.
- (b) The name of the concerned lot plan, if any, and the lot numbers of the concerned and abutting properties
- (c) The actuarial dimensions of the lot, the yard and other open space dimensions thereof, and the location and size of any existing structure thereon.
- (d) The location and size of the proposed structure and/or the proposed enlargement of the existing structure.
- (e) Any other information which in the judgment of the Zoning Inspector may be necessary to provide for enforcement of this Zoning Ordinance.

Each plan shall bear statements declaring:

- (a) That no part of the land involved in the application has been previously used to provide required yard space or lot area for another structure.
- (b) Which abutting land was formerly that of the owner of the land involved in the application and, if any, the approximate date of title transfer.
- (c) Each property owner or authorized agent shall be required to attest to the correctness of the statements and data furnished with the application and shall be under a continuing duty to immediately supplement the data furnished with the application so as to conform to the attestation thereof.

Minimum Inspections for New Constructions:

The Zoning Inspector will make three (3) inspections for all new construction. (Please ensure that all construction projects are properly staked before the initial inspection in order to alleviate any delays in your permitting process).

- (a) Before Zoning Certificate is issued.
- (b) After foundation is excavated and before the foundation is poured. It is the property owner's (or his agent's) responsibility to notify the Zoning Inspector that the foundation is excavated so that the inspection can be made before the foundation is poured. This inspection shall be performed within three (3) working days after such notification.
- (c) After the structure is complete.
- (d) Additional inspections on multi-phase construction projects, which includes but not limited to PUD and MH developments, may be performed as deemed necessary by the Zoning Inspector.
- (e) All zoning certificates when issued are provisional and contingent upon the property owner or authorized agent providing and maintaining accurate and complete information required on the application until approval by the Zoning Inspector after final inspection of the improvement for which the certificate was issued. Failure to provide data required on the application or failure to supplement such data shall result in the revocation of such provisional certificate and issuance by the Zoning Inspector of a "stop work" order until compliance and re-issuance of such certificate.

Additional Information

1. Included in this application packet you will find:
 - (a) Zoning Application Form
 - (b) New Business Registration Form
 - (c) Contractor/Sub-Contractor list. This form is required for Income Tax purposes and it is the responsibility of the Permit Holder to ensure its accuracy and completeness throughout the project.
 - (d) New Construction "Punchlist"
 - (e) Yard Grade "Punchlist"
 - (f) Information for "OUPS" – Call Before You Dig
2. Payments of all fees must be received before the application will be reviewed and processed. Checks or Money Orders shall be made payable to the Village of Ada. Cash is accepted in person at the Ada Police Department or Ada Village Business Offices. Credit cards are accepted at the Ada Village Business Office only.
3. Permit Applications may be submitted to the Ada Police Department 24-hours per day or to the Ada Village Business Office Monday thru Friday from 8:00am to 5:00pm.