

City of Willard

631 S. Myrtle Ave, Willard, Ohio 44890
PHONE 419-935-6555 FAX 419-933-4545
publicworks@willard-oh.com

ZONING CERTIFICATE APPLICATION

Project Address _____

Owner _____ Phone _____

Address _____

Occupant _____ Phone _____

Address _____

General Contractor _____ Phone _____

Address _____

Current Zoning _____

Current Building Use (If Existing) _____

Proposed Building Use (New or Change of Use) _____

Description of Work _____

Building Size (Ft.²) _____ Height _____ Valuation of Work (\$) _____

Zoning Certificate Fees

Residential per Unit-----	\$25.00
Commercial & Industrial-----	\$100.00 per 15,000Ft. ² or portion thereof
Accessory Buildings, Swimming Pools, and Satellite Dishes-----	\$25.00
Change of Use-----	\$20.00
Conditional Use-----	\$40.00

Wireless Telecommunications Facilities*

- A. New wireless telecommunications tower
And related facilities-----\$1,000.00
- B. New wireless telecommunications antenna
And related facilities only-----\$500.00

*Reimbursement to the City of Willard for any
Engineering or technical review expenses

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF THE CITY OF WILLARD ZONING ORCINANCE WILL BE COMPILED WITH WHETHAERSPECIFED HEREIN OR NOT. THE GRANTING OF A ZONING CERTIFICATE DOES NOT PRESUME TO GIVE AUHTORITY TO VIOLATE OR CANCEL THE PROVISIONS OF THE CITY OF WILLARD ZONING ORDINANCE OR OTHER GOVERNING REGULATIONS

SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT

DATE

City of Willard

CITY DEVELOPMENT COMMISSION

New Industrial & Commercial Construction Zoning Certificate Application Submission Requirements

The following shall be submitted to the commission not less than ten days before the meeting at which the application will be discussed.

1. Completed City of Willard Zoning Certificate Application.
2. 2 full size complete sets of plans for the proposed new construction. These should include the site plan, architectural drawings including elevations, floor plans and reflected ceiling plans, and mechanical, electrical and plumbing drawings.
3. 8 additional copies of the site plan shall also be provided "if" the pages are larger than 11" x 17". The site plan must include at least the following information:
 - ▶ Existing and proposed topography of the property by contour intervals not exceeding five feet;
 - ▶ Lot dimensions and all required setback lines;
 - ▶ Location and dimension of all existing buildings, structures, signs, parking lots, paved areas, utilities, storm sewers and existing uses;
 - ▶ Current and proposed landscaping, including grassy areas, with a detailed description of the types of plants involved;
 - ▶ Location, height, arrangement, identification, elevations, and dimensions of all proposed buildings, structures and uses;
 - ▶ Location of proposed signs, indicating height, size type and orientation;
 - ▶ Location and dimensions of any proposed utility lines and easements, including water, sanitary sewer, storm sewer, electric, telephone, and gas;
 - ▶ Design, location, and dimensions of all parking and loading facilities, curb cuts, access drives and walkways;
 - ▶ Water management, sediment control and erosion prevention plans, and if applicable, the location of any flood-prone areas;
 - ▶ Proposed lighting plan, including candlepower of individual lighting fixtures;
 - ▶ Dumpster and/or refuse storage locations;
 - ▶ Vicinity map, at a scale not to exceed 1:2,000, to indicate the location of the development in relation to the community;
 - ▶ Name, address, and telephone number of the engineer/architect who prepared the drawings;
 - ▶ Date of preparation of such drawings and a notation of any revision dates;
 - ▶ Other information as required by the City Development Commission or Code Enforcement Officer.
4. A Schedule of Development.
5. A digital copy of all submitted information (pdf or autocad).
6. Resubmission of required changes, and, or new drawings shall be made in the same numbers as the original submission requirements.

NOTE: In addition to these requirements, after the CDC has approved the project, the applicant must complete City of Willard Water and Sewer Tap applications and pay the requisite fees **before** the Zoning Certificate will be issued.