



# CITY OF WILLARD

**PUBLIC WORKS DEPARTMENT**  
 P. O. BOX 367, WILLARD, OH 44890-0367  
 PHONE 419-935-6555 • FAX 419-933-4545  
[WWW.WILLARDOHIO.US](http://WWW.WILLARDOHIO.US)

Office Use Only
Fee: _____
Date: _____

## ZONING & BUILDING PERMIT APPLICATION

Project Address \_\_\_\_\_ City, State Zip Willard, Ohio 44890

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

Architect/Engineer/Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, State Zip \_\_\_\_\_

Building Use:  Residential  Commercial  Industrial  Other: \_\_\_\_\_

Description of Work \_\_\_\_\_

### PERMITS REQUESTED: (Check all that apply)

ZONING:  NEW STRUCTURE  ACCESSORY STRUCTURE  SIGN  POOL  FENCE  
 CHANGE OF USE / OCCUPANCY  CONDITIONAL USE REQUEST  TOWER

BUILDING:  GENERAL CONSTRUCTION / REHAB  ELECTRICAL  PLUMBING  HVAC

Building Size (Sq. Ft.) \_\_\_\_\_ Height \_\_\_\_\_ Total Valuation of Work \$ \_\_\_\_\_

### CONTRACTOR / SUB CONTRACTOR BREAKDOWN

Contractor Name	Phone	Value/Cost Breakdown
Site Work (Including Utilities)		
Building		
Electrical		
Plumbing		
HVAC		

I hereby certify that I have read and examined this application and know the information to be true and correct. All provisions of the City of Willard's Ordinance will be complied with. The granting of a Zoning and/or Building permit does not presume to give authority to violate or cancel the provisions of the City of Willard Ordinance or other governing regulations.

\_\_\_\_\_  
 SIGNATURE OF CONTRACTOR/OWNER OR AUTHORIZED AGENT

\_\_\_\_\_  
 DATE

# 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.

**NOTES:** 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.

Also, commercial building permits are handled by the Richland County Building Department. They can be reached at 419.774.5517.