



Application No. \_\_\_\_\_

Meeting Date \_\_\_\_\_

Permit No. \_\_\_\_\_

## Zoning Permit Application

Zoning District \_\_\_\_\_

Overlay District \_\_\_\_\_

- 1) Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_
- 2) Name of Applicant's Agent \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_  
(Fax) \_\_\_\_\_ (Email) \_\_\_\_\_
- 3) Address/Location of Property \_\_\_\_\_
- 4) Check Type of Property Use: \_\_\_ Residential \_\_\_ Commercial \_\_\_ Institutional \_\_\_ Other
- 5) Is this a change of use? \_\_\_ Yes \_\_\_ No
- 6) Project Type: \_\_\_ New Structure; \_\_\_ Addition; \_\_\_ Remodeling; \_\_\_ Other  
\_\_\_ Excavation
- 7) Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 8) Square Footage of footprint of structures (existing & proposed):  
1<sup>st</sup> Floor: \_\_\_\_\_ sq. ft.; 2<sup>nd</sup> Floor: \_\_\_\_\_ sq. ft.; 3<sup>rd</sup> Floor: \_\_\_\_\_ sq. ft.  
Basement: \_\_\_\_\_ sq. ft.; Garage: \_\_\_\_\_ sq. ft.; Other: \_\_\_\_\_ sq. ft.  
**Total: \_\_\_\_\_ square footage**
- 9) **Any modification** to approved plans **must** be submitted and reviewed **prior** to implementing the changes. **Any property owner** who violates this provision **will** be **cited** and will still be required to submit the modification proposal to the Village Planner for review and approval.
- 10) A **Certificate of Occupancy** must be requested of the Village Planning Department and received by the owner prior to occupancy of a new structure or a change of use.
- 11) Your project will be evaluated upon completion to insure the approved plans were followed. **Any variation** from the approval is a violation of the Codified Ordinances (Chapter 1137.07) and will result in a citation being issued to the property owner/occupant. The property owner is ultimately responsible for following any applicable laws and regulations.
- 12) **Contractor:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_
- 13) Estimated Cost of project: \$ \_\_\_\_\_

- 14) A Zoning Permit sign (issued by the Village) must be displayed in a location on the property visible to the street.

**I certify that I have read and understand the above information and that I have answered the questions completely and truthfully to the best of my knowledge. I also understand it is ultimately my responsibility to insure the finished project is in compliance with all zoning regulations. I give the Village the authority to inspect my property in reviewing the application and for compliance with the permit following approval.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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**(To be completed by the Village Planner)**

Conditions for Zoning Permit Approval:

Applicant shall comply with Village of Granville Ordinances and Regulations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required signatures for Zoning Permit Approval:**

\_\_\_\_\_  
Village Planner

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date Approved

**If applicable:**

- 1) Planning Commission Date of Approval: \_\_\_\_\_
- 2) Board of Zoning & Building Appeals Date of Approval: \_\_\_\_\_

Applicable Fees:

Permit Fee: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Other Fees: \$ \_\_\_\_\_

**TOTAL FEE:** \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

**ZONING PERMIT  
APPLICATION INFORMATION/EXPLANATION LIST**

**I. Purpose**

The purpose of the Zoning Permit is to insure that new development/changes that occur in the zoning districts of the Village are compatible with the existing development and to protect Granville's heritage and unique character.

**II. General Information: Zoning Permit Application**

- a. An application is required for any alteration, modification, or new construction to a building, structure or land that is within the Village limits. The only types of construction that are exempt from acquiring a Zoning Permit are exact replacements (such as exact replacement of steps), re-roofing, or re-painting of a structure.
  - 1) A structure, as defined by Granville Codified Ordinances, (Section 1135.01) is anything constructed, the use of which requires permanent location on the ground, or attachment to something having a permanent location on the ground. This includes homes, garages, air conditioning units, fences, swimming pools, antennas, signs, driveways, or any other object that is fixed to the ground.
  - 2) A Zoning Permit is also required for any excavation, demolition, or construction of a building, structure or land in the Village.
- b. If you plan any activity that is not exempted (as stated above), you are required to apply for a Zoning Permit. If the property under review is located in the Architectural Review Overlay District (AROD) or the Transportation Corridor Overlay District (TCOD) (Appendix A), additional standards must be met. The Village planning Commission (GPC) architecturally reviews any application that is made by a property owner whose property is located in the AROD or TCOD. If the property lies outside of the aforementioned Districts, the application is reviewed administratively in the Granville Office of Planning and Zoning (unless referenced differently within the Codified Ordinances).
  - 1) The Granville Planning Commission reviews applications of properties located in the AROD and TCOD based on the criteria of Section 1161.05 of the Codified Ordinances. These include, but are not limited to, height, building massing, roof shape, materials and texture, use of details, use of live plant material and landscape design, enhancement of pedestrian environment, and signage.
  - 2) Applications and all necessary materials (See Section III) are due at least 14 days prior to the next Planning Commission meeting. The Planning Commission meets the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 7:00 p.m. in the Village Chambers, 141 East Broadway, Granville (unless otherwise noted). All applicants are notified within 7 days prior to a meeting and applicant requests are posted on bulletin boards in the Village and the local newspaper.
- c. Work Session (Chapter 1141.04(g)): A work session is informal and is a

discussion and/or presentation requested by the applicant with the purpose of acquiring feedback and information from the Planning Commission regarding a project in planning. Request of a work session should be directed to Village Planning Staff who will then schedule the session for the next Planning Commission Meeting (unless otherwise stated).

### **III. Zoning Permit Requirements (Chapter 1161.03)**

Upon application for a Zoning Permit, the applicant **MUST ATTACH AND INCLUDE ALL OF THE FOLLOWING** (unless otherwise directed by the Village Planner):

- a. Site Plan (See Appendix B for example) drawn to scale, which includes:
  1. Lot plat/site plan showing existing and proposed structures (including adjacent neighbors)
  2. Total square footage of floor area (footprint)
  3. North arrow
  4. Lot size with distances in feet between all structures and all property lines
- b. Drawing of proposed project with dimensions: height, width, and distance (Blueprints, if applicable).
- c. Elevations of structure(s) (all views of the building with proposed included, Sample Appendix C).
- d. List of Materials to be used (Samples are helpful if available).
- e. All fees are due at the time of application; otherwise the application is not complete (Chapter 1137.06).
- f. Planning Commission review requires eleven (11) copies of the completed application and all materials submitted.

### **IV. Additional Requirements**

- a. The contractor or project representative must return the attached INCOME TAX REGISTRATION FORM to the Village Income Tax Department when submitting the zoning permit application. For additional information, contact Carie Miller, Income Tax Commissioner at (740) 587-2764, 141 East Broadway, Granville, Ohio.
- b. If you plan to establish sewer and water service through the Village of Granville you must file a separate application. Please contact Marion Philips with the Water Department at (740) 587-1400, 141 East Broadway, Granville, Ohio.
- c. A Building Code Permit is required to be obtained from the Licking County Building Department for the construction of any new residential homes or residential additions, change of use, interior renovations to existing residential homes, and/or any type of activity or construction performed on a commercial property. They can be reached at (740) 349-6893.

### **V. Application Review**

- a. Following review by the Village Planning Staff and/or Planning Commission, the Village Planner will issue approval, approval with conditions or denial of the permit.

- b. Finding of Fact (Chapter 1141.05 (f)): Upon review of a request for a zoning permit through the Planning Commission, the applicant will receive a statement of the Findings of Fact of the meeting. This statement will include a description of the approval, approval with modifications, or the denial and the reasons for that decision.
- c. After a decision is reached on an application by the Planning Commission or the Board of Zoning and Building Appeals there will be a 10-day appeal period, starting from the date that the Findings of Fact are mailed, prior to issuance and release of the Zoning Permit by the Village. Please keep this 10-day period in mind when you are scheduling your project.

**VI. Appeals (Chapter 1139.06, 1141.06)**

The applicant, if aggrieved by a decision made by the Village Planner or other administrative officers governing zoning and building in the Village, has the right to appeal or request a variance from a specified Chapter of the Zoning Ordinance. Appeals and variance requests are heard by the Board of Zoning and Building Appeals on the second Thursday of each month (unless otherwise noted). Any person aggrieved by a decision of the Board of Zoning and Building Appeals or the Planning Commission has a right to appeal to Council.

**VII. Certificate of Occupancy**

No owner, lessee or tenant shall occupy, permit to be occupied, convey or offer for sale or lease any building, structure, building or land, or part thereof, which is created, erected, altered, converted, enlarged, or improved, unless a certificate of occupancy has been issued by the Village Planner after review and inspection. Such certificate of occupancy shall show and certify that such building, structure or land is in compliance with all provisions of the Codified Ordinances of Granville, in respect to such building, structure or land. The applicant must request the certificate of the Village Planner.

**VIII. Further Information**

If you are planning a project, it is best to contact the Village Planning staff to become familiar with the regulations and the approval required prior to beginning the project.

**Planning & Zoning Department**  
Alison R. Terry, Village Planner  
141 East Broadway  
Granville, Ohio 43023  
(740) 587-3997 (Phone); (740) 587-0128 (Fax)  
email: [aterry@granville.oh.us](mailto:aterry@granville.oh.us)

## **SUMMARY OF OCCASIONS TO APPLY FOR A PERMIT FROM THE VILLAGE OF GRANVILLE AND THE LICKING COUNTY BUILDING DEPARTMENT**

In general, any exterior modifications need a permit from the Village of Granville, except for exact replacements and painting. More specifically, here are the major occasions for obtaining a permit from the Village of Granville (this list is not all inclusive):

- ✓ When building a new structure (residential, commercial, industrial, institutional, etc.)
- ✓ When building an addition (residential, commercial, industrial, institutional, etc.)
- ✓ When remodeling (residential, commercial, industrial, institutional, etc.)
- ✓ When installing other structures (i.e., fences, air conditioners, or other structures not classified as buildings, building additions, or remodeling)
- ✓ Excavations
- ✓ When doing a project in the Flood Hazard Overlay District, an application for the FHOD must be submitted
- ✓ When a change in use is requested (i.e., from one permitted use in a zoning district to another)
- ✓ For any demolition project
- ✓ To install a sign (all sign applications must go before the Planning Commission)

The following are the major occasions for obtaining a permit from the Licking County Building Department:

- ✓ Anything and everything related to a commercial building
- ✓ All new 1, 2, 3-family residential structures
- ✓ All enclosed room additions
- ✓ When a structure is converted from non-habitable to habitable (i.e., when a garage is converted to a den)
- ✓ When an open space is converted from non-habitable to habitable
- ✓ Rewiring
- ✓ Remodeling interior, exterior
- ✓ Decks
- ✓ Screened in porch
- ✓ New HVAC

The following are common examples of situations where permits are **not** needed from the **Village of Granville or Building Code Department** in Newark (this list is not all inclusive):

- ✓ Painting interior, exterior