



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

209 S. Main Street • Marysville, Ohio 43040  
Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

**APPLICATION FOR  
ZONING PERMIT  
(NEW CONSTRUCTION / ADDITION / DEMOLITION)**

- |   |  |
|---|--|
| <input type="checkbox"/> Commercial – New Construction / Addition | <input type="checkbox"/> Residential (Single Family) – New Construction / Addition               |
| <input type="checkbox"/> Fire Inspection                          | <input type="checkbox"/> Water <span style="float: right;"><input type="checkbox"/> Sewer</span> |
| <input type="checkbox"/> Sidewalk (installed in the right of way) | <input type="checkbox"/> Curb Cut (Driveway Approach)  |

**\*\*\* IMPORTANT INFORMATION – Please read before completing the application \*\*\***

- New structures, additions and exterior modifications may also be subject to Design Review Board approval prior to obtaining Zoning permits. (Contact the Division of Engineering for details)
- The Division of Engineering shall either approve or disapprove the application within fifteen (15) business days after the receipt of an application, unless the project also requires Engineering Plan review. In this case, the Zoning Permit will not be issued until the Engineering approval is obtained.
- All Zoning Permits shall be conditional upon the commencement of work within six (6) months, and may be revoked if work has not been substantially completed within eighteen (18) months.
- The applicant agrees to properly protect all excavations where applicable and restore all disturbed surfaces to their original condition at a minimum.
- At least 24 hour advance notice required for inspection of sewers, sidewalks, curb cuts and water taps.
- All applicable fees shall be doubled for late submittals.
- Failure to submit a complete application may result in the delay or denial of the application.
- It will be the responsibility of the owner of the land, the development/developer or the project that wants to construct, build or alter any structure or plant anything near an airport or heliport (overpasses, light poles, antenna or cell towers, wind turbines, buildings, billboards, trees..) will need to provide the City of Marysville a copy of the FAA Form 7460-1(Notification of Proposed Construction or Alteration) filed with the FAA, if applicable.

**Project Site Information** *(Please print clearly)*

Address for Permit: \_\_\_\_\_ Property Zoning District: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Work to begin on or about \_\_\_\_\_ and will require approximately \_\_\_\_\_ days.

Owner of Property: \_\_\_\_\_

Owner's Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Applicant Information** (Please print clearly)

Applicant: \_\_\_\_\_ Owner  Agent  Representative  Other   
Company: \_\_\_\_\_  
Applicant's Street Address: \_\_\_\_\_  
City, State, and Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**In addition to completing the information on page one (1) of this application, you are required to submit the following based on the type of project you are requesting:**

**Residential New Construction**

- Plans submitted in triplicate, drawn to scale, showing the actual dimensions and the shape of the lot.
- Show the location and dimensions of the proposed structure.
- Square Footage of proposed structure: \_\_\_\_\_ sq. ft.
- Height of structure: \_\_\_\_\_
- Show the proposed setbacks of the proposed structure from all property lines.
- Show the location and width of easements or no build zones.
- Show grading plan and elevations.

**Residential-Room Addition**

- Plans submitted in triplicate, drawn to scale, showing the actual dimensions and the shape of the lot.
- Show the exact size and location of existing building(s) on the lot and their setbacks.
- Show the location of proposed addition.
- Show the setbacks from all property lines for the addition.
- Show the location and width of easements or no build zones.
- Exact size of the addition: \_\_\_\_\_ by \_\_\_\_\_ = \_\_\_\_\_ sq. ft.
- Height of addition: \_\_\_\_\_ feet \_\_\_\_\_ inches
- Exterior materials to be used on the addition: \_\_\_\_\_
- Exterior color of addition: \_\_\_\_\_
- Architecture of the exterior of the addition: \_\_\_\_\_
- Roof style of the addition: \_\_\_\_\_

**Commercial New Construction / Addition**

- Exterior Plan and Landscaping Plan shall receive approval through the Design Review Board.
- Engineering/Site plans (including supplementary reports/studies) shall receive approval of the City Engineer.
- Square Footage of the proposed building or addition: \_\_\_\_\_ sq ft Building Height: \_\_\_\_\_
- Existing building square footage: \_\_\_\_\_ sq ft Lot / Parcel size: \_\_\_\_\_ sq ft
- Plans submitted in triplicate, drawn to scale, showing the actual dimensions and the shape of the lot.
- Area of impervious space in square feet (including roofs, drives, parking, etc.): \_\_\_\_\_ sq. ft.
- Show the exact size and location of existing building(s) on the lot and their setbacks.

**Curb Cut (Driveway approach) - CONTRACTOR LICENSE # \_\_\_\_\_.**

- Plans submitted in triplicate, drawn to scale, showing dimensions and shape of the lot, including size and location of existing building(s) on lot.
- Show the location of proposed curb cut.
- Show the width of the curb cut and the setback from the side lot lines.

**Sidewalk - CONTRACTOR LICENSE # \_\_\_\_\_.**

- Plans submitted in triplicate, drawn to scale, showing the actual dimensions and the shape of the lot.
- Show the exact size and location of existing building(s) on the lot.
- Show the location as to what sections of sidewalk are to be replaced or installed.

**The applicant agrees to comply with:**

- **The information contained on this permit**
- **With the plans submitted in accordance with this permit**
- **With the Standard Construction Specifications of the City of Marysville**
- **Agrees to comply with all conditions, modifications, restrictions, and/or regulations of the City of Marysville**

**I hereby attest to the truth and exactness of all information supplied on and with this application.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Paid (stamp):	Fees: Curb Cut:	\$20 _____	New Residential Zoning: \$50 _____
	Sidewalk:	\$20 _____	Commercial Zoning: _____
	Room Addition:	\$25 _____	Fire Inspection: \$25/\$50 _____
	Parkland:	_____	Inspection Fees: _____
	Parking Lot:	_____	Plan Review _____
	Water Tap:	_____	Sewer Tap: _____
	Water Meter:	_____	Sewer Inspection: _____
			Street Tree Maintenance Fee
			(\$7 per linear feet of curb): _____
	Water Inspection:	_____	

**TOTAL FEES DUE: \_\_\_\_\_ TOTAL FEES PAID: \_\_\_\_\_**

Permit Details:

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\_\_\_\_\_  
Permit Issued By

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