



Certificate of Zoning Compliance - Zoning Permit Application

City of St. Clairsville, Ohio

Tom Murphy, P.O. Box 537

100 N. Market Street

St. Clairsville, OH 43950

740.695.1953 - tmurphy@stclairsville.com

The applicant signing this form, based on the information below, hereby certifies that all information and any attachments are true and correct.

1. Address of Property _____

2. Name & Address of Property Owner _____

3. Contractor/Business Owner Name and Address _____

4. Contact Information
(Best Phone #/email address) _____

5. Name of Applicant _____

6. Existing Use _____

7. Proposed Use: Same _____ Other _____

8. Describe _____

9. # Of Off-Street Parking Spaces Provided _____ # Of Loading Berths _____

NEW CONSTRUCTION, ALTERATION, ADDITION, ET. AL.
(fill in below)

Type of Improvement: New Building _____ Addition _____ Alteration _____

Existing Lot Size: Width _____ ft. (x) Depth _____ ft. = Lot Area _____ s.f.

Principal Building (Existing Structure): Width _____ ft. x Depth _____ ft = Total s.f. _____

Setbacks: Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft

Height/Stories _____

Acc. Structure (Ex. Garage, shed, pool etc.): Width _____ ft. x Depth _____ ft = Total s.f. _____

Setbacks: Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft

Height/Stories _____

Proposed Construction Width _____ ft. x Depth _____ ft = Total s.f. _____

Setbacks: Front _____ ft. Rear _____ ft. Side _____ ft. Side _____ ft

Height/Stories _____

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY

PRESENT ZONING OF PROPERTY _____

PARKING: Off-Street Spaces Provided _____

Off-Street Spaces Required _____

Continuation of non-conforming off-street parking _____

Spaces required by previous use _____

IS PROPERTY LOCATED IN 100 YEAR FLOOD PLAIN? _____

DETERMINATION:

Proposed Use is Permitted _____

Proposed Use is not Permitted _____

Proposed Use is a continuation/renewal of a non-conforming use _____

REQUIRES BOARD OF ZONING APPEALS (BZA) ACTION:

Requires a Variance _____

Reason for Variance _____

Requires a Conditional Use/Special Exception Permit _____

Reason for Conditional Use/Special Exception Permit _____

Requires other action by the BZA or other City Board/Commission _____

Reason for action _____

This application for Certificate of Zoning Compliance/Zoning Permit has been:

Approved _____

Permit Number _____

Denied _____

Reason for Denial _____

Staff Signature _____

Date _____

PLOT PLAN SPECIFICATIONS

These specifications are adopted by the Planning Zoning Administrator in accord with the provisions of the Planning and Zoning Code.

The purpose of a Plot Plan is to provide sufficient data for proper evaluation and determination by the Planning Administrator of zoning compliance in accord with and the provisions of the Planning and Zoning Code. Two copies of a Plot Plan, size 8 ½ inches by 11 inches shall accompany all applications for new construction or building additions.

This list of specifications is intended to serve as a guide in the preparation of a Plot Plan. The following requirements are illustrated on the attached Sample Plot Plan.

Plot Plan:

A simplified Plot Plan may be submitted when minor construction is involved. The plan shall be drawn on the attached graph paper and shall:

- A. Be drawn neatly to scale, preferably at one inch equals twenty feet.
- B. Indicate the entire lot for which application is being made.
- C. Contain a symbol indicating the direction of north.
- D. Indicate the dimensions of the lot.
- E. Indicate the name of all streets and ways upon which the lot is located and indicate the street address.
- F. Indicate the location, height, and dimension of existing and proposed structures including porches, stoops, and chimneys.
- G. Indicate and dimension any parking areas with distance from buildings and property lines.
- H. When on-site parking is provided, indicate driveways and curb cuts.

