

# APPLICATION FOR ZONING (Building) PERMIT

## Village of McComb, Ohio

(PLEASE PRINT or TYPE INFORMATION)

Permit Application Fee: \$25.00

Property Owner

Project Location

Name \_\_\_\_\_ Address \_\_\_\_\_

Address \_\_\_\_\_ Lot/Parcel Number \_\_\_\_\_

Contractor \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Estimated Construction Costs: \_\_\_\_\_ Construction Dates: \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Single-Family  | <input type="checkbox"/> Accessory Building      | <input type="checkbox"/> Conditional Use                                 |
| <input type="checkbox"/> Two-Family     | <input type="checkbox"/> Addition                | <input type="checkbox"/> Patio   |
| <input type="checkbox"/> Multi-Family   | <input type="checkbox"/> Additional Units (#) __ | <input type="checkbox"/> Driveway/Parking                                |
| <input type="checkbox"/> Commercial     | <input type="checkbox"/> Alteration              | <input type="checkbox"/> Home Occupation                                 |
| <input type="checkbox"/> Industrial     | <input type="checkbox"/> Change in Roof Pitch    | <input type="checkbox"/> Change In Use                                   |
| <input type="checkbox"/> Institutional  | <input type="checkbox"/> Sign (s)                | <input type="checkbox"/> Fence   |
| <input type="checkbox"/> Non-Conforming | <input type="checkbox"/> New Construction        | <input type="checkbox"/> Swimming Pool                                   |
| <input type="checkbox"/> Other          | <input type="checkbox"/> Decks                   | <input type="checkbox"/> In ground <input type="checkbox"/> above ground |

**SIGNATURE REQUIRED ON BACK PAGE**

**FOR OFFICE USE ONLY**

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

DATE OF APPLICATION _____	FEE \$ _____	PERMIT NUMBER _____
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REMARKS: \_\_\_\_\_ CASH  CHECK # \_\_\_\_\_ CC

PLANNING COMMISSION CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

NWWS/ WATER/SEWER/ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_

PUBLIC WORKS DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

FIRE DIVISION/INSPECTOR/CHIEF \_\_\_\_\_ DATE \_\_\_\_\_

CONDITIONS ON ISSUANCE: (SPECIFICS) \_\_\_\_\_

**\*\* The Village of McComb does not determine property lines or complete surveys. If you have questions or concerns about your property lines, you must have a survey completed at YOUR EXPENSE. The village is not responsible for accurate property line determinations. Please contact a professional surveyor if property lines are in dispute.**

DATE ISSUED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE DENIED: \_\_\_\_\_ TITLE: \_\_\_\_\_

**BY SIGNING BELOW, THE APPLICANT HAS READ, UNDERSTANDS AND AGREES TO THE FOLLOWING:**

- 1) The Planning Department/Planning Commission will have access to the property for on-site inspections prior to, during, and after construction.
- 2) There may be deed restrictions on the property that differ from the Village of McComb Zoning Regulations. You are responsible for checking your deed and ensuring that any proposed project meets any restrictions that may be in effect.
- 3) There may be utility and/or ditch easements upon your property. You are responsible for knowing if such easements exist. (Easement information is available in the Hancock County Recorder's Office).
- 4) Any fence, structure or planting placed within a utility/ditch easement may be subject to damage or removal at the property owner's expense in the event that the utility company requires access. Village of McComb will not replace/repair any structure or planting on completion of utility company project.
- 5) The Village of McComb has no responsibility for the correct placement of a fence on the applicant's property or misplaced on the neighbor's property. Property owner is responsible for accurate location of property lines.

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For outdoor property improvements (fences, driveways, pools, gazebos), accessory buildings, single or 2-family dwellings: Attach one (1) copy of a scale drawing showing the lot(s), the existing structures, and the proposed improvements with heights to the peak of the roof, the number of floors (including basements), the location of existing structures, the **dimensions of all structure(s) and accurate dimensions to the lot lines**. For plans of five (5) acres or less the scale shall not be less than 1"=20'.

**The drawing must show all Right-Of-Way lines, lot lines, driveways, and off-street parking areas.** All applications must comply with Village of McComb Zoning Codes. No application can be reviewed or approved without a drawing or that does not comply with Village of McComb Zoning Codes.

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**I HEREBY DECLARE AND AFFIRM THAT ALL OF THE INFORMATION ABOVE AND ATTACHED IS TRUE AND CORRECT. ALL USE OF THE PROPERTY WILL BE AS CERTIFIED AND ATTESTED TO HEREIN. I HAVE BEEN DULY AUTHORIZED BY THE OWNER TO MAKE THE ABOVE APPLICATION AND AGREEMENT OR I AM THE OWNER.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**BEFORE YOU DIG, YOU MUST CALL OHIO UTILITY PROTECTION SERVICES (OUPS) AT 800-362-2764 OR (811) .....TO HAVE ALL UNDERGROUND UTILITIES SPOTTED AND MARKED**

THE VILLAGE OF MCCOMB WILL WORK TO APPROVE OR DENY EACH ZONING APPLICATION WITHIN 3-5 BUSINESS DAYS HOWEVER, ISSUES ARISE AND WE CANNOT GUARANTEE A SPECIFIC TIME FRAME. ANY QUESTIONS OR CONCERNS CAN BE ADDRESSED WITH THE VILLAGE ADMINISTRATOR.

FAILURE TO OBTAIN A ZONING PERMIT BEFORE BEGINNING A PROJECT WITHIN THE VILLAGE LIMITS CAN RESULT IN FINES UP TO AND INCLUDING \$150 PER DAY OR REMOVAL OF THE PROJECT IN QUESTION.

VILLAGE OF MCCOMB  
210 E. MAIN STREET, MCCOMB, OHIO 45858  
**PHONE:** 419-273-0321 OR **FAX:** 419-273-0320  
**EMAIL:** [glike@villageofmccomb.com](mailto:glike@villageofmccomb.com) **WEBSITE:** [www.villageofmccomb.com](http://www.villageofmccomb.com)