



AMERICAN TOWNSHIP ZONING DEPARTMENT

102 PIONEER ROAD
ELIDA, OHIO 45807

GENERAL CONSTRUCTION PERMIT APPLICATION

REVISED 09-01-2024

Site Property Information: <small>(The Actual Location Where Construction Will Take Place)</small>		
Lot Owner:		
Construction Site Address (If Known):	City / State / Zip:	
Parcel Number: #36-	Lot #:	Village of Elida ? YES / No
Zoning:	Total Acreage Lot Size:	

Staff Review:	
Permit Number:	
Approved / Denied	
Zoning Inspector	
Date Approved: _____	
App. #	Fee:

Applicant Information:		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email: (Required)	

Contractor / Builder Information: <small>(If Building Yourself- Indicate SELF)</small>		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email: (Required)	

General Lot Size Information:		
Lot Width (Frontage) is: _____ Feet in Length	Lot is: _____ Feet In Overall Length / Lot is: _____ Feet in Width.	Lot is _____ Total Square Feet
Lot is how many acres is the building site:	Lot Zoning Designation:	Has OOPS / 811 been contacted for utility identification? YES or NO
Any easements on the property? YES or NO	Is any portion of the lot in a Floodplain, Flood Hazard Area, or Located in a Riparian Corridor? YES or NO	
Is lot located in a subdivision? If So, Subdivision Name:	Any CCR's in place for this lot? (Covenants, Conditions or Restrictions in Place? YES or NO	
Has the lot been surveyed? YES or NO If Yes, attach copy.	Are Property Lines and Set Back Distances Clearly Identified where construction will be taking place? YES or NO	

General Construction Information:			
What are you constructing?			
<input type="checkbox"/> Residential Single Family Dwelling	<input type="checkbox"/> Residential Solar Energy System	<input type="checkbox"/> Commercial / Industrial Addition	<input type="checkbox"/> Commercial Cell Tower Upgrade
<input type="checkbox"/> Residential Room Addition	<input type="checkbox"/> Residential Car Port	<input type="checkbox"/> Commercial / Industrial Solar Energy System	<input type="checkbox"/> Commercial / Industrial Wind Turbine Project
<input type="checkbox"/> Residential Duplex-2 family Dwelling	<input type="checkbox"/> Residential Demolition	<input type="checkbox"/> Commercial / Industrial Change of Building Use	<input type="checkbox"/> Other
<input type="checkbox"/> Residential Triplex-3 family Dwelling	<input type="checkbox"/> Commercial or Industrial New Building Construction	<input type="checkbox"/> Commercial / Industrial Demolition	<input type="checkbox"/> Other

Specific Use of the Structure: (Describe)

NOTE: APPLICATIONS FOR ACCESSORY BUILDINGS, SIGNS, FENCES, IN-GROUND POOLS, ABOVE GROUND POOLS, PONDS, ARE AVAILABLE ON TWP WEB SITE UNDER CODE ENFORC. SECT.

Building Setback Distances:

1. From Center of Street / Roadway to Front of Structure is _____ Feet In Distance.
2. From Rear Property Line to Rear Side of Structure is _____ Feet in Distance.
3. From Left Property Line to Left Side of Structure is _____ Feet in Distance.
4. From Right Property Line to Right Side of Structure is _____ Feet in Distance.

Building Height from Ground to Structure Peak: _____ Feet	Building Wall Height: _____ Feet	Building Width: _____ Feet	Building Length: _____ Feet
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Size of the Structure Areas in Square Footage:

First Floor Total Square Feet: _____ Second Floor Total Square Feet: _____ Third Floor Total Square Feet: _____ Basement Total Square Feet: _____
 Garage Total Square Feet: _____ Attic / Bonus Room Total Square Feet: _____ Covered Porches / Breezeway Total Square Feet: _____

TOTAL COMBINED SQUARE FOOTAGE: _____

Is a Private Well Being Utilized?	Is a Well or Leach Bed Being Utilized?	Has Approval Been Granted by Local Health Board? YES / NO
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Total Construction Cost for Project:
 \$ _____ (This is the amount that will be sent to Allen Co. Auditor at end of year as a property improvement)

CERTIFICATION OF COMPLETENESS:

As Applicant, Owner, Contractor – I hereby certify that the information contained in this application as well as all related documentation is correct, and accurate to best of my ability and all the permit information conforms to American Township Zoning Regulations.

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

E-MAIL ADDRESS WHERE YOU WANT PERMIT ELECTRONICALLY SENT: _____ PHONE: _____

• NOTE – PERMITS ALONG WITH RECEIPT WILL BE ELECTRONICALLY SENT BACK TO THE APPLICANT AND / OR PROPERTY OWNER.

REQUIRED DOCUMENTATION – APPLICATIONS PROCESSING WILL BE DELAYED FOR MISSING INFORMATION.

PERMIT & APPLICATION FEE:

- Submit 1 copy of the General Construction Permit Application. Permit fees are to be paid on / after approval has been granted by the Zoning Inspector and square footage is verified.
- Fee rate is available on-line at American Township's Web Site. New Fee Schedule Goes into Effect, September 1, 2024.

REQUIREMENTS:

1. SITE AREA DRAWING:

Site Area Drawing is REQUIRED for All General Construction Applications.

- Show a drawing of your parcel; to include location of all streets from front or side and rear (if applicable). Allen County Auditor's Web Site Aerial Site May Assist You In This Section.
- Show all property lines from front, side and rear areas.
- Show all EXISTING construction building(s) - indicate length, width, and height of structure, and square footage total.
- Show all driveways, sidewalks, parking areas, and location of any existing structures on the property. This includes all pole barns, sheds, swimming pools, ponds, fences, signs, etc. on the property.
- Show all PROPOSED construction building(s) on the lot.
- Show all set back distances from all property lines to the location of the structure. This is a Requirement -Applications will not be accepted without this information.
 - Example – From the Center of the Street (NOT CURB EDGE) to front most portion of the structure (indicate amount of feet distance).
 - From rear property line to the rear most portion of structure (indicate amount in feet distance).
 - From each side of the property line to the side of the structure (indicate amount in feet).
- Show any and all easement areas and length / width shown. (Routinely alongside of side property lines and rear of property line)

- Submit One-1 copy rendering of the proposed structure, showing all views, doors, windows, downspouts, material. Hand / Free Drawing of Buildings, Structures will NOT be accepted.
- **Ensure the drawing of proposed structure shows length, width and height of the structure in feet. Height in determined from common ground to very top roof peak, not ground to top of wall height.**
- Submit One-1 copy of Construction Plans, to include FOUNDATION PLAN, FIRST FLOOR LAYOUT PLAN, SECOND FLOOR LAYOUT PLAN (IF APPLICABLE), ATTIC / BONUS ROOM-LAYOUT PLAN (IF APPLICABLE), ALL GARAGES, MOTHER IN LAW SUITES, POOL HOUSES, AS WELL AS ANY SIDEWALKS, LIGHTING, LANDSCAPE. Ensure all mounding, and earthen works are shown with elevations and contours (1 foot elevation to 3 foot spread). Commercial and Industrial Plans with parking areas, must show proposed layout, distances from property lines, drainage systems, number of spaces as required in zoning regulations, handicap parking and any loading and unloading areas. Commercial and Industrial Dumpsters require fencing or wall barrier on at least 3 sides to hide the view from adjoining property owners. Commercial Applications may require Parking, Lighting, Landscaping, and Signage Plans.
- Drainage Maintenance Plan Required for Structures over 2000 Square Feet in Size, especially within a platted residential subdivision. Owner / Contractor needs to show downspout locations, proposed path of storm water drainage and means to control the off set of water so it is not channeled, diverted, or increased to adjoining property owners. Owner is potentially liable for storm water damage to property owners.
- Lot – Ground disturbance of over 1-one acre (to include driveway cuts) will REQUIRE a SWP3 – Storm Water Protection Permit review by the Allen County Drainage Engineer. Any portion of the property owners' lot is found to be located in a food plain area, a review and possible permit will be required by the Lima / Allen County Regional Planning Commission under the FEMA regulations. No construction is authorized within a flood hazard or flood plain district. A review and determination by American Township, Allen County Drainage Engineer and LACRPC will be needed to be conducted. Any construction in a designated "Federal Protected Wet Land" will require additional review and approval by State and Federal Authorities.
- **COMMERCIAL / INDUSTRIAL – All Commercial and Industrial Applications for Construction sent to Lima/Allen County Building Department will REQUIRE a permit issued by American Township Zoning Department. Building Department approval and all commercial and industrial construction in American Township DOES REQUIRE a Lima/ Allen County Building permit(s). Occupancy permits are handled by the Lima/Allen County Building Department.**
- **Right Of Revocation - It is understood and agreed by this applicant that any error, misstatement, misrepresentation of material fact, with or without intent, such as might and/or would case a refusal of this application, or any material alteration in the accompanying plans made subsequent to the issuance of a Zoning Certificate without approval of the Zoning Inspector or Zoning Board of Appeals, shall constitute sufficient grounds for the revocation of such certificate. The applicant further agrees to allow the Zoning Inspector access to the property for on-site inspection(s).**
- The applicant agrees to abide by the Ohio Revised Code Sections §5589.08, §5589.10, and §5589.22 in that no dirt or mud is permitted on the road right-of-way during construction and that any repair costs for damage to the roadway or parts thereof will be paid by the applicant.

ZONING OFFICE REVIEW:

_____ GRANTED _____ MODIFIED _____ DENIED
REASON FOR DENIAL:
 DENIED APPLICATIONS ARE TO BE REFERRED TO THE AMERICAN TOWNSHIP BOARD OF ZONING APPEALS FOR A VARIANCE CONSIDERATION OR CONDITIONAL USE PERMIT OR AFTER A PUBLIC HEARING ON THE MATTER.

ZONING INSPECTOR: _____ **DATE DECISION RENDERED:** _____