



# AMERICAN TOWNSHIP ZONING DEPARTMENT

102 PIONEER ROAD  
ELIDA, OHIO 45807

## GENERAL CONSTRUCTION PERMIT APPLICATION

REVISED 05-10-23.

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

Staff Review:	
Permit Number:	
Approved / Denied	
Zoning Inspector	
Date Approved: _____	
Check No:	Receipt No.

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)	

Documents Submitted for Review:	
<input type="checkbox"/>	Application
<input type="checkbox"/>	Fee
<input type="checkbox"/>	Site Plan / Rendering
<input type="checkbox"/>	Other

General Lot Size Information:		
Lot Width Is: _____ Feet Across	Lot is: _____ Feet in Length	Lot is _____ Total Square Feet
Lot is how many acres in size?	Zoning Designation:	Has OOPS / 811 been contacted for utility line identification? YES or NO
Any identified easements on property and are they identified? YES or NO	Is any portion of the lot in a Floodplain, Flood Hazard Area, or Located in a Riparian Corridor? YES or NO	
Lot is located in neighborhood or subdivision commonly referred as: _____	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 Clearly Identified within the lot where construction is taking place? YES or NO	

General Construction Information:			
What are you constructing (Commonly Referred As)? _____			
Type of Construction: ____ Residential New Building Construction ____ Residential Addition ____ Residential Structural Replacement ____ Commercial New Building Construction ____ Commercial Addition ____ Commercial Structural Replacement ____ Industrial New Building Construction ____ Industrial Addition ____ Industrial Structural Replacement ____ Car Port ____ Solar Energy System or Other: Describe) _____			
Specific Use of the Structure will be used for: _____			
<b>Building Setback Distances:</b> 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. (Setback Distances Are REQUIRED to be identified on Application) 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.			
<b>Building Height from Ground to Structure Peak:</b> _____ Feet	<b>Building Wall Height:</b> _____ Feet	<b>Building Width:</b> _____ Feet	<b>Building Length:</b> _____ Feet
<b>Size of the Structure Areas in Square Footage:</b>			
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: _____ <b>TOTAL COMBINED SQUARE FOOTAGE:</b> _____			
Is a Private Well Being Utilized?	Is a Well or Leach Bed Being Utilized?	Has Approval Been Granted by Local Health Board? YES / NO	
<b>Total Construction Cost for Project:</b> \$ _____ (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:**

**PERMIT & APPLICATION FEE:**

- Submit 1 copy of the General Construction Permit Application. Permit fees are to be paid at the time of submission of application or unless other arrangements have been made.
- Fee rate is available on-line at American Township's Web Site.

**SITE PLAN DRAWING:**

- **Site Area Drawing Is REQUIRED for All General Construction Applications.**
- Submit one (1) copy of a site drawing.
  - 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 and 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 is 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.
- **Drainage Maintenance Plan Required for Structures over 1000 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 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.
- There may be deed restrictions on the property that differ from the American Township Zoning Regulations. Please check your deed to make sure that any proposed project meets any restrictions that may be in effect.

**ZONING OFFICE REVIEW:**

**I HAVE CONDUCTED A REVIEW OF THIS APPLICATION, AS SUBMITTED BY THE APPLICANT AND/OR OWNER OF THE PROPERTY FOR CONSIDERATION AND APPROVAL FOR A CONSTRUCTION / ZONING CERTIFICATE PERMIT TO BE ISSUED BY THE ZONING AUTHORITY OF AMERICAN TOWNSHIP. BASED ON THE INFORMATION PROVIDED, AS WELL AS REVIEW OF ALL RELEVANT DOCUMENTS THE DECISION TO ISSUE AN ZONING CERTIFICATE IS HEREBY:**

\_\_\_\_\_ 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:** \_\_\_\_\_

1. Ensure your application is completed in its entirety. Incomplete applications or applications missing information **WILL NOT BE PROCESSED** - Parcel Numbers #46-XXXX-XX-XXX. XXX, and Lot # can be obtained from the Allen County Auditor's Web Site. Type <http://allencountyohpropertytax.com/>, Put in your name, or address or parcel # to get the information.
2. All applications may be sent electronically to [mbishop@americantownship.com](mailto:mbishop@americantownship.com), or obtained in person at the Administration Building. Fees are to be paid by means of cash, check or money order made out to AMERICAN TOWNSHIP. Payment may be paid in person at American Township Admin. Building, 102 Pioneer Road, Elida, Ohio 45807.
3. All previous applications are VOID and only applications revised after MAY-2023 will be accepted. Old applications utilized will NOT be considered and new application must be utilized for permit consideration.