

COMMERCIAL/BUSINESS ZONING PERMIT APPLICATION

**THIS APPLICATION IS USED FOLLOWING APPROVAL OF SITE PLANS AND/OR
DESIGN PLANS FROM THE CITY OF HURON PLANNING COMMISSION/DESIGN
REVIEW BOARD.**

- SUBMIT APPLICATION ONLY IF YOU WILL COMMENCE WORK WITHIN 6 MONTHS OF PERMIT ISSUANCE.
- ALL CONTRACTORS WORKING ON THE PROJECT MUST BE REGISTERED WITH THE CITY AT THE TIME PERMIT APPLICATIONS ARE SUBMITTED.
- IF YOUR PROJECT REQUIRES FULL ENGINEERING AND ERIE CONSERVATION REVIEWS FOR STORMWATER/SWPPP PLAN COMPLIANCE, THESE PLANS MUST BE INCLUDED AND WILL REQUIRE PLAN REVIEW DEPOSIT FEES FROM THE RESPECTIVE ENTITIES. PLANS ARE TO BE SUBMITTED VIA PDF.
- ZONING PERMIT APPLICATION, SITE PLANS AND ADDITIONAL REQUIRED DOCUMENTS ARE TO BE SUBMITTED IN A PDF FORMAT ALONG WITH A HARD COPY SET.
- IF YOUR PROJECT REQUIRES A BUILDING PERMIT, THE COMMERCIAL BUILDING PERMIT APPLICATION AND ALL REQUIRED PLANS & DOCUMENTS ARE TO BE SUBMITTED VIA PDF ALONG WITH 3 SETS OF STAMPED PLANS HARD COPY.
- ANY UTILITY OR DRIVEWAY/CURB WORK WILL REQUIRE THE APPLICABLE RIGHT-OF-WAY (ROW) PERMIT APPLICATIONS.
- SUBMIT ALL APPLICATIONS TO THE CITY OF HURON, PLANNING & ZONING DEPARTMENT

City of Huron
Planning & Zoning Department
417 Main St. Huron, Ohio 44839
P: 419-433-5000
F: 419-433-5120



DATE: _____

Property Owner

Name: _____

Address: _____

Phone: _____

Email: _____

CONTRACTOR INFORMATION (must be registered with the City)

Name: _____

Company/Business Name: _____

Mailing Address: _____

Phone: _____

Email: _____

LOCATION AND DESCRIPTION OF PROJECT

Address: _____ County Parcel #: _____

Existing Use: _____ Acreage/Area of Site: _____

Proposed Use: _____ Lot # (if applicable): _____

Estimated Project Cost: _____ **Total SF:** _____

☐ New Construction

☐ Demolition

☐ Addition to Existing Structure

☐ Other: _____

ZONING & FLOOD ZONE DESIGNATIONS

Zoning District: _____ (R-1 R-1A R-2 R-3 B-1 B-2 B-3 I-1 I-2 P-1 MU)

Flood Zone: _____ (A AE AO AH X-SHADED X)

Description of Project: (provide specifics and dimensions)

SECTION 1. FINAL SITE PLAN (As approved by PC/DRB) Hard copy and PDF format

- Survey Map or Legal Plat of the parcel
- Dimensions of the Lot/Property Lines
- Size and Location of the Existing Structures (if applicable)
- Size and Location of the Proposed Structure/Addition
- Front, Rear, and Side Setbacks of Existing Structures (if applicable)
- Front, Rear, and Side Setbacks of Proposed Structure/Addition
- Height of the Proposed Structure/Addition
- Location of Sidewalks, Driveways, Drive Aisles, Parking Areas (with markings), Fire Lanes.
- Location of all utility connections and infrastructure
- Plan for any curb cut/apron connection to public street (Street Opening/ROW Application would be required)
- Landscape/Lighting Plans.

SECTION 2. STORMWATER/DRAINAGE/GRADING PLANS/SWPPP (PDF)

DEVELOPEMENT PROJECTS DISTURBING LESS THAN 1 ACRE

Development Sites Under One (1) Acre in Size: Individual development sites that are larger than 8,000 square feet and smaller than one (1) acre (43,560 square feet) in total size of disturbed area, can submit abbreviated soil erosion and sediment control plans with the topography plan for the requested permit(s). Refer to Chapters 1315, 1317 of City Ordinances for complete plan information required. Plans will be reviewed by the City Service Manager, Jackson Schaefer: 419-433-9504 jackson.schaefer@huronohio.us

DEVELOPMENT PROJECTS DISTURBING 1 OR MORE ACRES- Stormwater & SWPPP

The City Engineer and Erie Conservation will determine the deposit amount required for applicable plan reviews. Approval of the plans from the City Engineer and Erie Conservation are required before Zoning and/or Building Permits can be issued. Refer to Chapters 1115, 1117, 1313, 1315 for required plan details.

Jason Popiel, OHM Advisors : Jason.Popiel@ohm-advisors.com

Valerie Sasak, Erie Conservation: VSasak@eriecounty.oh.gov

SECTION 3. (COMMERCIAL SIGNAGE)

___Signage Site Plan with all setback dimensions

___Rendering(s) of all signs with detail of dimensions, construction materials, graphics, illumination

Sign Type (circle)				Dimensions							
Sign #1:	Wall	Window	Other:	Height		Width		Display Area		Height (if ground)	
	Ground	Changeable Copy			X		=		sq. ft.		ft.
Sign Type (circle)				Dimensions							
Sign #2:	Wall	Window	Other:	Height		Width		Display Area		Height (if ground)	
	Ground	Changeable Copy			X		=		sq. ft.		ft.
Sign Type (circle)				Dimensions							
Sign #3:	Wall	Window	Other:	Height		Width		Display Area		Height (if ground)	
	Ground	Changeable Copy			X		=		sq. ft.		ft.
Sign Type (circle)				Dimensions							
Sign #4:	Wall	Window	Other:	Height		Width		Display Area		Height (if ground)	
	Ground	Changeable Copy			X		=		sq. ft.		ft.

I hereby certify that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and/or I have been authorized to make this application as an authorized agent, and we agree to conform to all applicable laws, regulations, and ordinances. All information contained within this application and

RETURN THE COMPLETED APPLICATION ALONG WITH ALL REQUIRED PLANS AND DOCUMENTS TO:

HURON, PLANNING & ZONING DEPARTMENT, 417 MAIN STREET, HURON, OH 44839 AND/OR VIA EMAIL: zoning@huronohio.us CONTACT OUR OFFICE WITH QUESTIONS 419-433-5000 EXT. 1302 or 1303

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

For Departmental Use Only:

Date of Submission: _____

Date of Planning Commission/DRB Approval: _____