

BUSINESS/COMMERCIAL/INDUSTRIAL IMPROVEMENTS,

ADDITIONS, NEW CONSTRUCTION

- **PRELIMINARY REVIEW:** In order for the Zoning Department to assist you with an overview of the permitting process and requirements, we need to know about your project. Contact the zoning department to set an appointment for a preliminary plan review. **This meeting is required.** Depending on your project; committee approvals (Building and Zoning Appeals, Planning Commission, Design Review Board) and Stormwater plan reviews (Engineering & Erie County) may be required before any permitting can be considered.
- **BUILDING & ZONING APPEALS BOARD(BZA):** After meeting, if it is discovered that your project does not comply with Zoning Regulations as proposed, the applicant may choose to revise the plans to comply, or you may submit an application to the BZA for consideration for a variance. Completion of a BZA application with all required documentation and fee (\$150) would be required.
- **INTERNAL DEPARTMENTAL REVIEW:** An internal departmental utility & safety review will be scheduled (Zoning, Building, Service Manager, Fire, Water) . There is no fee for this review, the applicant may be required to be in attendance or staff may follow up with the applicant following the meeting with any questions or comments.
- **PLANNING COMMISSION AND DESIGN REVIEW BOARD (PC/ DRB):** completion of a PC/DRB commercial application with all required attachments and fees (PC \$150, DRB \$150/\$50 Signage only) Include all required landscape plans, parking plans, lighting plans, material boards, material samples with applications. A PDF of all applications and plans is also required. Attendance at the PC/DRB meeting is required. These meetings are held on the third Wednesday of every month at 5:00pm. Refer to the city's planning and zoning code for requirements and regulations (Planning & Zoning Code):
<https://www.cityofhuron.org/government/city-council/charter-codified-ordinances>
- **ENGINEERING & STORM WATER PLAN REVIEW:** Depending on the project, Stormwater and SWPPP reviews conducted by the city's contracted Engineering firm and Erie Conservation may be required. Plan Review fees will be applicable and a deposit required based on hourly estimates for the respective reviews. Fees are set by the entities based on estimated review time and inspections.
- **CONTRACTORS** All contractors/sub-contractors working on your project must be registered with the City of Huron **before** submitting zoning and building applications. <https://www.cityofhuron.org/government/departments/building-zoning-departments>
- **ZONING AND BUILDING APPLICATIONS: Following approval from the PC/DRB; submit your Commercial Zoning & Building Applications with plans** (both in PDF and 3 hard copy sets of construction plans bearing the seal of a design professional licensed in Ohio). Zoning and Building Permit fees will apply. Permit fee schedules are available on the city website: <https://www.cityofhuron.org/government/departments/building-zoning-departments> Upon issuance of permits, you will be contacted with the permit fees which can be paid by check made payable to the City of Huron. Required zoning and building inspections information will be provided with the permit.
- **WATER, STREET OPENING, UTILITIES** Depending on your project and project location, you may also require Right-of-Way permits for curb cuts, driveways , and sidewalks, utilities, and/or new Water Service/Tap applications or change of water billing service. Contact the Service Department for information: Service Manager , Jackson Schaefer jackson.schaefer@huronohio.us Water Superintendent, Jack Evans, jack.evans@huronohio.us . *If your property is located within the Huron Corporate Park; your electricity is provided through Huron Public Power- Contact the Service Manager. Plumbing permits are pulled through the Erie County Health Department. External Utilities: Ohio Edison/Fist Energy, Erie County Sewer.
- **One stop shop:** all applications and required plans are submitted to the Zoning Department at the City of Huron. You can drop off, mail, email or use our exterior drop box to submit your applications. Permits will be issued/picked-up at our office.

Client Checklist

Project Address: _____ Description: _____

Parcel #: _____ Zoning: _____

Owner/Applicant Name: _____

Address, City, State, Zip: _____

Phone: _____ Email: _____

Preliminary Meeting with Planning & Zoning Department. Date:_____

Action: _____

Building & Zoning Appeal Board Meeting. Date:_____

Action: _____

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Planning Commission/DRB Meeting. Date:_____

ACTION: _____

Engineering and/or Storm Water Plan Review Required? _____

City Engineer Deposit: _____ Date Paid: _____

Erie County Deposit: _____ Date Paid: _____

W-9 Form required if Engineering and/or Stormwater Plan Review required.

- ☐ Building Plan Approval Application with Site Plan, 3 sets of stamped plans.
- ☐ ROW Applications: Streets, Driveway aprons, sidewalks, utilities
- ☐ Water Service/Tap Application (new water line service) -or-
- ☐ Water Service Sign Up (Existing water service, change of ownership)