

# Village of Sugar Grove, Ohio

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101 Bridge St, Sugar Grove, OH 43155

Phone: 740.746.8406

Website: sugar-grove.com

Fiscal Officer: Sarah Haley | Email: shaley@sugar-grove.com

## Zoning Permit Application

### Permit Information (Office Use Only)

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Job Value (\$): \_\_\_\_\_

Payment Received:  Yes  No

Payment Type:  Check  Credit Card  Money Order

## Property Information

Owner Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

## Contractor Information (if different)

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Project Information

Type of Permit (check all that apply):

Zoning Compliance  Building Permit  Certificate of Occupancy

Fence  Sign  Driveway/Sidewalk  Conditional Use

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

Existing Use: \_\_\_\_\_

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

Project Description: \_\_\_\_\_

## Structure Details

Square Footage: \_\_\_\_\_ Dimensions (L x W x H): \_\_\_\_\_

Number of Stories: \_\_\_\_\_

## Zoning Permit Fee Schedule (Per Ordinance 410-03)

House: \$50.00 + \$5.00 per 100 sq ft

Additions: \$50.00 + \$4.00 per sq ft

Accessory Buildings: \$30.00 + \$2.00 per 100 sq ft

Signs: \$50.00

Fences: \$50.00

Appeals: \$150.00

Other: \$50.00

## Submission Requirements (Applicant Initials)

\_\_\_ Site plan showing structures and setbacks

\_\_\_ Construction drawings (if applicable)

\_\_\_ Lot survey (if applicable)

## Submission Instructions

Submit completed application and attachments to the Village of Sugar Grove.

Applications will be reviewed by the Regional Planning Representative.

You will be contacted within 7 business days to schedule inspection.

After inspection, if approved, applicant will be notified to submit payment.

Payment may be made via cash, check, or credit card (3% fee applies to card).

**YOU MAY NOT BEGIN CONSTRUCTION UNTIL PAYMENT IS RECEIVED AND A PERMIT IS ISSUED.**

Permit approval may take up to 30 days after submission.

Permits are valid for 1 year (365 days) after issuance.

**Applicant Certification**

I certify that all information provided is accurate and agree to comply with all zoning regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Zoning Approval (Office Use Only)**

Inspection Date: \_\_\_\_\_

Approved  Denied

Comments: \_\_\_\_\_

Zoning Official: \_\_\_\_\_