Planning & Zoning Department
100 Dayton St, 2nd Floor
Yellow Springs, OH 45387
Office: (937) 767-1702
Fax: (937)767-3720

Permit Application: New Construction

[FOR OFFICE USE ONLY]

Permit #:_____

Application Received:_____

Applicant Information

Property Address:					
Property Owner:		**Phone:**		**Email:**	
Mailing Address:					
Applicant Name:		**Phone:**		**Email:**	

Project Information

Lot Dimensions: Width: ____ Depth: ____ Square Ft: ____ **Lot Type:** ☐ Corner ☐ Interior ☐ Other

Project Type: ☐ Addition ☐ Single-Family ☐ Two-Family ☐ Multi-Family ☐ Commercial

☐ Other: _____

New Structure Height: ____ **Width:** ____ **Length:** ____

Total Existing Square Footage Primary Structure: ____ Addition: ____ Accessory Structure: ____

Setback measurements (must also be included on site plan): Front: ____ Side 1: ____ Side 2: ____ Rear: ____

Additional Comments: _____

Planned use for new structure: _____

Storm water Mitigation Plan Attached (Required): ☐ **Site Plan Attached (Required):** ☐

SEE THE REVERSE OF THIS PAGE FOR ADDITIONAL INFORMATION TO BE INCLUDED WITH A ZONING PERMIT FOR NEW CONSTRUCTION.

I understand that approval of this application does not constitute approval for any administrative review, conditional use permit, variance, or exception from any other Village regulations which are not specifically the subject of this application. I understand that I remain responsible for satisfying requirements of any private restrictions of covenants appurtenant to the property. I further acknowledge that due to subsurface conditions present in this region (shallow bedrock, high water table) that subterranean or subsurface structures such as basements and lower levels in any building or structure may become wet or flooded during rain events or due to some other natural occurrence.

I, the undersigned do hereby certify that I am the applicant, and the information and statements given on this application, drawings, and specifications are to the best of my/our knowledge, true and correct. I understand that the Village is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of this Zoning permit as determined by the Village. I further certify that I am the Owner, or the lessee, or agent, fully authorized by the owner to make this submission. I certify that statements made to me about the time required to process this application are general estimations and not binding. Further, I understand that it may be necessary for the Village to request additional information and clarification after I have submitted this application and accompanying documentation.

I hereby certify, under penalty of perjury, that all the information provided on this application is true and correct.

Applicant Signature: _____ **Date:** _____

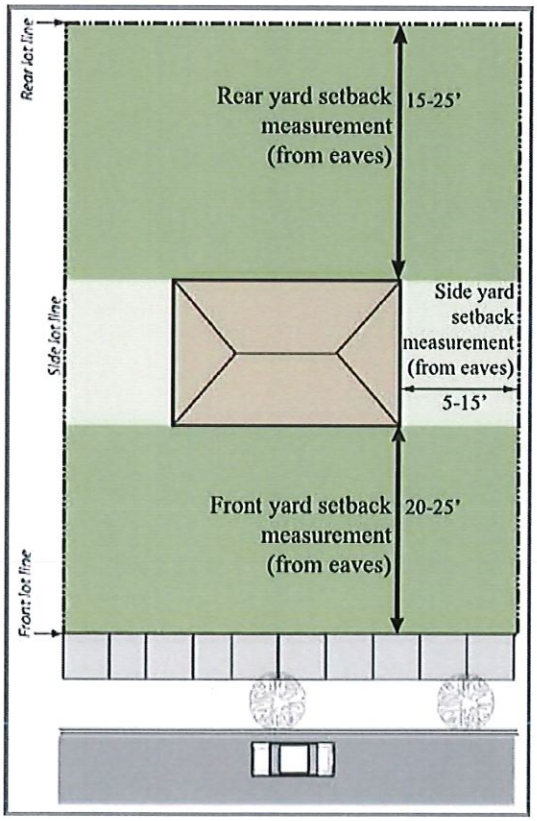
FOR OFFICE USE ONLY		
Zoning Fee: $_____	**Payment Type:** ☐ Check | ☐ Cash | ☐ Card	Approved ☐ | Denied ☐
Other fees: $_____	**Zoning District:**	**SEE ATTACHED LETTER FOR CONDITIONS**
Tap Fees - Water $_____	**PC/BZA Hearing Date:**	**PC/BZA Case #:**
Sewer $_____ Electric $_____		
Total $	Zoning Official Name and Title	Date

NEW CONSTRUCTION – GENERAL REQUIREMENTS

A. **Permit required.**
   a. No building permit or other permit required to allow construction and no certificate of occupancy shall be issued for any of the above, unless a zoning permit has been issued by the Zoning Administrator.

B. **Zoning Permit Process.**
   a. The application shall be accompanied by a scale drawing of the site exhibiting existing and proposed improvements, as follows:
      i. All exterior lot lines, with dimensions based upon an actual survey;
      ii. Dimensions of existing and proposed buildings and structures;
      iii. Setback of all existing and proposed structures from property lines;
      iv. Required setback distances, according to the zoning district;
      v. Height of existing and proposed buildings and structures;
      vi. Location of off-street parking, including dimensions of parking spaces and access aisles, and distance of parking areas from property lines;
      vii. Any other information deemed necessary by the Zoning Administrator to determine compliance with this code.
      viii. The Zoning Administrator may require that the proposed location of buildings and improvements be staked upon the lot prior to zoning permit approval, in order to determine compliance with this code.

How to measure your setback: The proposed structure must be entirely outside of the setback required by the Zoning District requirements.



The diagram above will reflect how you will be required to measure your setback. Do not measure from the footprint, but instead from the furthest edge of the structure. If there are roof eaves, measure your setback starting at the edge of the roof eaves. If there is a built in porch or balcony, the same rule applies to those extensions of the structure.

Attachment A (For New Construction & Utility Connections only)

Electrical

____Submitted necessary electrical plans.

Water Distribution

____Submitted necessary water distribution plans showing tie-ins to existing main water lines and other improvements.

Sewer

____Submitted necessary sanitary sewer plans showing tie-ins to existing infrastructure and improvements.

Storm Water

_____Submitted necessary storm water plans showing tie-ins to existing infrastructures and improvements.

PUBLIC WORKS DIRECTOR **DATE**

Village of Yellow Springs Utility Connections

Prior to the tap-in of any utilities within the Village of Yellow Springs, an active utilities account is required and the related tap fees paid in full. For more information on opening a utilities account, contact the utilities office located on the first floor of the John Bryan Center, 100 Dayton Street in Yellow Springs. The utilities office is open Monday –Friday, 8:00AM to 4:30PM. The phone number is (937) 767-7202, option 2.

ELECTRIC: Electric lines are required to be buried unless deemed otherwise by the Public Works Department. The customer supplies the wire and ditch and leaves 35 feet of cable for the Village of Yellow Springs. An inspection by Greene County Building Regulations is mandatory before the Village of Yellow Springs will connect it.

WATER – The customer furnishes the water pit. The Village of Yellow Springs has a diagram available of how it needs to be built. The customer must also run the pipes to the pit. The Village of Yellow Springs provides the cub stop and meter bar and the Village of Yellow Springs taps it in (ditch for TAP is provided by Contractor). The Village of Yellow Springs will mark the location of where it should go as it must be where the Village of Yellow Springs pipes are already laid and it cannot be more than six (6) feet from the property line. The Village of Yellow Springs inspects the meter pit and tap into the main. Greene County Health Dept. does the inspection.

SEWER – The customer must run the pipes and furnish all materials. The Village of Yellow Springs will mark the location of where it should go. The Village of Yellow Springs inspects only the tap into the main and Greene County Health Dept. does the inspection. Contact the Planning & Zoning Office at (937) 767-1702 for any further questions relating to the utilities connection procedures or tap fees for electric, water and sewer.