

BERLIN TOWNSHIP

ZONING

Knox County, Ohio

12054 Circle Dr. Fredericktown, OH 43019



Joe Sellers 740-225-4550 Zoning Inspector
berlinzoning@gmail.com

Zoning/Building Permit Application – Building Alteration Form

For office use only:	Permit #:		Date:
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Applicant Data

Name: _____

Address: _____

Telephone No.: _____

Site Address _____

Zoning District: Circle one AG R-1 R-2 MHPD C-1

Corner Lot: Yes No Note: Corner lots are required to meet the front setback on both streets.

Site/Structure Data

Setbacks (ft.): Front _____ Sides _____ Rear _____

Square Footage: Finished basement _____ 1st floor _____ 2nd floor _____ 3rd floor _____

Garage _____ Other _____ Total square feet _____

Fee \$25.00 plus \$0.10 per square foot = \$
(make check payable to Berlin Township)

* A **Storm Water Management Permit** is also needed and is available through the Knox County Regional Planning office at 393-6718. Enter permit number here _____

For Office Use Only

Zoning Certificate (Building Permit) Approved Denied*

Certificate of Occupancy Yes Date _____

Zoning Inspector Signature: _____ Date: _____

* Reason for denial: _____

Required Site Plan Data

Two (2) copies of the site plan must be submitted with the application in order to be reviewed. The Zoning Inspector shall act upon the application within 20 days after the date the application is filed in full compliance. The Zoning Inspector must issue the Zoning Certificate within 30 days or shall notify the applicant in writing of his refusal and the reasons therefore. **Incomplete applications will delay the review process.**

The site plan must include the following:

- A North (direction) arrow.
- Actual location, shape, dimensions, and setbacks of the lot to be built upon (or changed)
- The exact location, size, and height of any building or structure to be erected or altered
- The existing and intended use of each building or structure
- Driveway and road access locations; and roads and easements
- Septic system and well location

The site plan is not required to be professionally drawn, as long as it contains accurate information.

Applicant Certification

By initialing, the applicant has read, understands, and agrees to the following:

- _____ 1. 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 cause 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.
- _____ 2. The applicant agrees to allow the Zoning Inspector access to the property for on-site inspection(s).
- _____ 3. On County Roads you are required to obtain a driveway access permit from the Knox County Engineer’s office.
- _____ 4. On Berlin Township Roads, a driveway access permit is required, and may be obtained from the Zoning Inspector. Culverts must be installed in accordance with township regulations and requirements. Upon proper notice (1 day), the township will provide one (1) load of gravel to assist in the installation of culverts on township roads.
- _____ 5. 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.
- _____ 6. Erosion control devices must be maintained throughout construction. Failure to do so constitutes a violation of the zoning resolution and may result in the revocation of the zoning certificate or further legal action.
- _____ 7. The applicant agrees to abide by the Ohio Fire Code, Article 3 (§1301:7-7-03), Section F-301.0, and the appropriate section of the Ohio Revised Code pertaining to open burning.
- _____ 8. The applicant agrees to not use, or to permit the use of, any structure, building, or land, until a Zoning Certificate (Certificate of Occupancy) shall have been issued by the Zoning Inspector.
- _____ 9. The applicant agrees that the Zoning Certificate shall become void at the expiration of twelve (12) months after date of issuance; at which time, if structure is not complete, applicant must re-apply for a six month extension and pay same fee as at initial issuance, plus provide details of progress on project.

Applicant Signature: _____ Date: _____

THIS PAGE FOR APPLICANT'S RECORDS

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***** You **are not** permitted to occupy any structure without an occupancy permit. *****

1. No occupancy, use or change of use shall take place on any parcel of land or in any building until a certificate of occupancy therefore shall have been issued by the Board of Trustees of Berlin Township or an authorized agent.
2. A certificate of occupancy shall be issued only when it has been determined the building or the proposed use of the building or land complies with all provisions of this Resolution.