

Application Number \_\_\_\_\_

Zoning Permit Number \_\_\_\_\_

# City of Wooster Development Department Planning and Zoning Division

City of Wooster Municipal Building  
Planning and Zoning Division  
538 North Market Street

## ZONING PERMIT APPLICATION

Wooster, Ohio 44691  
330.263.5241 or 330.263.5238 Fax: 330.263.5274

**INSTRUCTIONS:** ALL REQUIRED INFORMATION MUST ACCOMPANY THIS APPLICATION. COMPLETE THE APPLICABLE **GREEN BOXES** ON BOTH SIDES.

**SITE PLAN REQUIRED:** FOR ALL NEW STRUCTURES, DRIVEWAYS, PARKING SPACES AND PROPOSED ADDITIONS, PLEASE PROVIDE TWO COPIES OF A SITE PLAN, CLEARLY INDICATING THE FOLLOWING:

- ALL PROPERTY LINES WITH THEIR DIMENSIONS.
- ALL EXISTING AND PROPOSED BUILDINGS AND/OR STRUCTURES WITH THEIR DIMENSIONS.
- ALL SETBACKS FOR PROPOSED NEW CONSTRUCTION AND ADDITIONS FROM ALL PROPERTY LINES.
- LOCATION OF EXISTING AND PROPOSED DRIVEWAYS AND PARKING SPACES.

**Project address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Owner  
or  
 Lessee

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/State/ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant's Name (if different than owner): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/State/ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Project:**  
 New Building     Addition     Alteration/Repair     Fence     Pool     Home Occupation     Other \_\_\_\_\_

**Building Type:**  
 Single family     Duplex     Multi-family     Commercial/Industrial     Garage/Storage     Other \_\_\_\_\_

**Describe Work:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Estimated Construction Cost (excluding land and mechanicals):** \$ \_\_\_\_\_

**Total building area in square feet:** The total square feet is based on exterior dimensions. Include cellars, basements, attached garages, habitable portions of half stories or attics, covered porches, etc. Do not include uncovered porches, patios, crawl spaces, or non-habitable attic areas. Include accessory structures in the total square feet.

Basement \_\_\_\_\_ First Floor \_\_\_\_\_ Other Floors \_\_\_\_\_ Accessory Structures \_\_\_\_\_

**Total square footage** \_\_\_\_\_ Zoning permit fee is based on total square feet. For alterations and additions, calculate area being altered or added.

**For residential zoning permits:**

Completely fill out both pages. Two copies of the site plan and two sets of construction drawings must be submitted with this application. One set will be retained by the Zoning Division for reference and one approved set will be returned.

**For commercial zoning permits:**

Completely fill out both pages. Two copies of the site plan and two sets of construction drawings must be submitted with this application. One set will be retained by the Zoning Division for reference and one approved set will be returned.

This application is for **zoning approval only**. Other applications/permits may be required such as: Plan Review, Building, Electrical, HVAC, Plumbing and Engineering.

**Zoning Information:** This section must be completed for all new structures, additions, pools, parking spaces or accessory buildings.

**Lot Information and Dimensions (please fill out completely)**

- 1. STREET FRONTAGE \_\_\_\_\_ LOT WIDTH AT BUILDING SETBACK \_\_\_\_\_ LOT AREA \_\_\_\_\_
- 2. FRONT SETBACK \_\_\_\_\_ SIDE YARD SETBACKS \_\_\_\_\_ & \_\_\_\_\_ REAR SETBACK \_\_\_\_\_
- 3. EXISTING BLDG. SQ. FT. \_\_\_\_\_ PROPOSED CONSTRUCTION/ADDITION SQ. FT. \_\_\_\_\_
- 4. % OF TOTAL LOT AREA COVERED BY: BUILDINGS \_\_\_\_\_ % NO. PARKING SPACES (IF APPLICABLE) \_\_\_\_\_
- 5. PARKING SPACE COVERAGE IN SQ. FT. (IF APPLICABLE) \_\_\_\_\_

**Signature and Validation (must have valid signature)**

- 1) I hereby certify that the owner of record authorizes the proposed information and this application, and I am acting as the agent on his behalf.
- 2) I agree to confirm to all applicable laws of the City of Wooster, and all applicable codes and provisions stated in this application.
- 3) I certify that no part of the land involved in this application has been previously used as the required lot area for another structure.
- 4) I agree to obtain the required inspections and no part of the structure will be occupied until after obtaining the final inspections and occupancy has been approved.
- 5) I agree that authorized inspectors shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code.
- 6) I understand that it is my responsibility to be aware of any deed restrictions and/or homeowner's association regulations and for locating and verifying all property lines and boundaries.

Applicant's Signature \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**BELOW FOR DEPARTMENTAL USE ONLY**

FEES	ZONING INFORMATION
Single family Dwelling	Zoning District _____ Lot # _____
New (\$18.00) _____ \$ _____	CAT _____ PROJ _____
Addition/Alteration (\$11.50) _____ \$ _____	C.T. _____ C. BL. _____
Two family Dwelling	<input type="checkbox"/> Non-conforming <input type="checkbox"/> Permitted
New (\$29.00) _____ \$ _____	<input type="checkbox"/> Conditional <input type="checkbox"/> Historic
Addition/Alteration/Conversion (\$18.00) _____ \$ _____	Existing Use _____
Multi-family Dwelling	Proposed Use _____
New (\$41.00 + \$5.00/unit over 3) _____ \$ _____	BZA Appeal # _____ / Date _____
Addition/Alteration/Conversion (\$23.00 + \$5.00/unit over 3) _____ \$ _____	Plan. Comm.# _____ / Date _____
Manufactured Home Park	Zoning Approved By _____
New Park (\$116.00) _____ \$ _____	Date _____
New Manufactured Home (\$18.00) _____ \$ _____	<b>NOTES:</b>
Addition/Alteration (\$11.50) _____ \$ _____	
New Commercial, Institutional and Industrial	
4,000-sq. ft. or less (\$29.00) _____ \$ _____	
4,001-10,000-sq. ft. (\$81.00) _____ \$ _____	
Greater than 10,000-sq. ft. (\$128.00) _____ \$ _____	
Alteration/Addition to Commercial, Institutional and Industrial	
2,000-sq. ft. or less (\$29.00) _____ \$ _____	
2,001-sq. ft.-10,000-sq. ft. (\$47.00) _____ \$ _____	
Greater than 10,000-sq. ft. (\$70.00) _____ \$ _____	
Accessory Use or Structure	
Residential (includes parking spaces) (\$11.50) _____ \$ _____	
Non-residential (includes parking lots) (\$23.00) _____ \$ _____	
Landscape Deposit _____ \$ _____	
Fences (\$6.00) _____ \$ _____	
Home Occupation/Change of Use (\$11.50) _____ \$ _____	
<b>TOTAL AMOUNT DUE</b> _____ \$ _____	