

**APPLICATION FOR ZONING CERTIFICATE APPLICATION # \_\_\_\_\_**

**Catawba Island Township, Ottawa County, Ohio (RC. 519.16 & 519.17)**

**To The Township Zoning Inspector:**

**The undersigned hereby applies for a zoning certificate to be issued on the basis of the representations contained herein, all of which the applicant says are true. In the event such application, sketch, site plan or PUD plan, or supporting evidence contains an error, misstatement or misrepresentation caused by the applicant or his/her agent and on which the Township Officer relied in order to issue or approve a Zoning Certificate, then the granted Zoning Certificate shall constitute ground for the revocation of the permit at any time.**

Address of Property \_\_\_\_\_ Gate Code \_\_\_\_\_

Section & Lot \_\_\_\_\_ Subdivision \_\_\_\_\_ Sub Lot \_\_\_\_\_

Name of Land Owner \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_

Address \_\_\_\_\_

Occupant \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_

Proposed Use (explain) \_\_\_\_\_ Zoning District \_\_\_\_\_

\_\_\_\_ New \_\_\_\_ Alteration \_\_\_\_ Addition \_\_\_\_ Relocate \_\_\_\_ Commercial \_\_\_\_ Sign/Size

\_\_\_\_ Accessory Building \_\_\_\_ Residence \_\_\_\_ No. of Families \_\_\_\_ Fence \_\_\_\_ Other (explain)

**Attach a sketch of lot, showing dimensions, existing buildings and proposed construction or use including setbacks from lot lines and other structures. Show all road right of ways and indicate North and provide the following information:**

Main road frontage (or width of lot) \_\_\_\_\_ feet. Lot depth \_\_\_\_\_ feet.

Set back clearance in front from main road right of way \_\_\_\_\_ feet.

Rear yard setback clearance \_\_\_\_\_ feet.

Side yard clearance \_\_\_\_\_ feet (right side). Side yard clearance \_\_\_\_\_ feet (left side).

Dimensions of building: \_\_\_\_\_ feet wide x \_\_\_\_\_ feet deep.

Highest point of building above the established grade \_\_\_\_\_ feet.

**\*Set backs are measured to the farthest projections of a structure including steps, bay windows, etc., but not including overhangs of eighteen (18) inches or less.**

**Are the property pins located or have you had a recent survey of the parcel? Yes / No**

***If application is for a non-residential use, list total square footage of building per floor. If application is for a residential use list total area of living space per floor as well as total area of all applicable attachments to the structure.***

Number of stories: \_\_\_\_\_ 1st floor \_\_\_\_\_ sq. ft. 2<sup>nd</sup> floor \_\_\_\_\_ sq. ft. 3<sup>rd</sup> floor \_\_\_\_\_ sq. ft.

Garage/carport \_\_\_\_\_ sq. ft. Decks/porches \_\_\_\_\_ sq. ft. Total \_\_\_\_\_ sq. ft.

Off-street parking \_\_\_\_\_ sq. ft. Accessory building size \_\_\_\_\_ x \_\_\_\_\_ sq. ft.

Describe any easements \_\_\_\_\_

Allowed coverage is \_\_\_\_\_% for the \_\_\_\_\_ Zoning District. Actual Percentage (%) of coverage is \_\_\_\_\_% Building Use \_\_\_\_\_

***Dwelling requirements: It is agreed that structure or use will meet all requirements of Section 7, E. 1 through 6 of the Catawba Island Township Zoning Resolution. If not, describe:***

***Applicant/Agent***  X \_\_\_\_\_ ***Date*** \_\_\_\_\_

Filed with the Catawba Island Township Zoning Inspector on the \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_  
Date acted upon \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_.

Upon basis of Application # \_\_\_\_\_, the statements in which are made a part hereof, the proposed usage is (found) / (not found) to be in accordance with the Catawba Island Township Zoning Resolution and is hereby (approved) or (rejected) for the \_\_\_\_\_ Zoning District.

Fee paid \$ \_\_\_\_\_  
\_\_\_\_\_  
Catawba Island Township Zoning Inspector

If application is rejected, reason for rejection \_\_\_\_\_

Refiled with the Catawba Island Township Zoning Inspector on the \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_  
Date acted upon \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_.

Upon basis of Application # \_\_\_\_\_, the statements in which are made a part hereof, the proposed usage is (found) / (not found) to be in accordance with the Catawba Island Township Zoning Resolution and is hereby (approved) or (rejected) for the \_\_\_\_\_ Zoning District.

Fee paid \$ \_\_\_\_\_  
\_\_\_\_\_  
Catawba Island Township Zoning Inspector

***In addition to a site plan, applications for new dwellings, new commercial buildings, accessory structures or additions to existing buildings will need to submit a copy of the floor plan and exterior elevations (all four sides) drawn either to scale or with accurate dimensions indicating room sizes and overall building height from the finish grade.***

***Permit valid for a period of eighteen (18) months from date of issue.***

# DIRECTIONS

## TO COMPLETE CATAWBA ISLAND TOWNSHIP APPLICATION FOR ZONING PERMIT

Following are step by step instructions to complete the application for zoning permit form. Zoning requirements can be found on the Township's website at [www.catawbaislandtownship.com](http://www.catawbaislandtownship.com).

- 1. Address of Property:** This is the street address. If you are uncertain of the address, or if no address has been assigned yet, contact the Ottawa Regional Planning Commission office at 419-734-6780.

**Gate Code:** If you live in a subdivision (development) that has controlled access, please identify the gate code.

**Section and Lot:** If you are uncertain of the section and lot number, leave these lines blank.

**Subdivision:** If your property is located in a subdivision, list the name here. Examples of subdivisions within the township are: Catawba Cliff's, Gem Beach, Peachton, etc. If your property is not in a subdivision, leave this line blank.

**Sub-Lot:** Property within a subdivision is divided into lots (known as sub-lots). Please list your lot number(s) here. If your property is not in a subdivision, leave these lines blank.
  
- 2. Name of Land Owner:** Name(s) appearing on the deed to the property.

**Address:** Mailing address of the property owner, including zip code.

**Phone Number:** Phone number listed should be a number where the property owner can usually be reached.
  
- 3. Occupant:** If the owner of the property is also the occupant of the property, write "same". If the property is rented, leased, occupied by a business or used by anyone other than the owner, enter that name on this line.

**Phone Number:** If not the owner, list a phone number where the occupant can usually be reached.
  
- 4. Proposed Use:** Explain the actual use for which you are applying, such as: "new dwelling"; "garage"; "privacy fence"; "boat sales and repair"; "boat dock"; "deck"; etc., then check the item or items listed below this line which apply.

**Zoning District:** The zoning districts in Catawba Island Township are "A", "R-E", "R-A", "R-1", "R-2", "R-3", "R-3", "R-4", "R-5", "R-6", "C-1", "C-2", "C-3", "C-4", "C-5", "R-C", and "M". If you are not sure how your property is zoned, contact the zoning office to obtain this information.

5. **Attach Sketch of Lot:** Every application for a zoning permit must be accompanied by a sketch, also known as a “site plan” or “plot plan” along with such other plans as may be necessary to show the location and type of buildings to be erected or made. Each plan shall show the street or streets providing access to the lot, the direction of North, the actual dimensions of the lot, the actual dimensions of the yard and other open spaces, the location and size of any existing structures on the property, the location and size of the proposed structures and/or the proposed enlargement of the existing structure. Using the figures shown on the sketch, complete the following:
- A. Main road frontage- This is the width of the property along the roadway. If the lot fronts on more than one street, list the dimension along one street as the main road frontage, the other will be shown as the depth or rear yard clearance depending on the location of the other road or roads.
  - B. Lot Depth- This is the depth of the lot from the front to the rear. You may average the depth if it is different from one side to the other.
  - C. Setback in front from main road right-of-way- This is the front setback as measured from the front property line to the nearest point of a building. In most cases your front property line is the edge of the road right-of-way. In rare circumstances, people own to the center line of the road, in which case this measurement needs to be from the edge of the right-of-way, not the center of the road. You may need to contact the State, County or Township (depending on who maintains the road) if you are uncertain of the right-of-way width. In cases where property fronts on the water of Lake Erie, Sandusky Bay or any of the harbors, owners have the option of showing their front setback as the measurement from the water’s edge to the nearest point of the building. The distance from the building to the edge of the road right-of-way would then be shown as the rear yard setback.
  - D. Rear yard clearance- This is the rear setback or measurement from the rear lot line to the nearest point of the building. If this is a waterfront lot, the rear yard clearance can be the distance from the road right-of-way to the nearest point of the building.
  - E. Side yard clearance- These are the side yard setbacks measured from the side property lines to the nearest part of a building. ***Please note that all setbacks, front, side, and rear, are measured to the nearest part of the foundation or steps. The roof overhang, if less than 18 inches, is not considered.***
  - F. Dimensions of building- The width and depth of whatever you are building. If this is a new structure, list the dimensions for the entire building. If this is an addition to an existing building, such as a room addition, porch, deck, etc. list only the dimensions of the addition.
  - G. Highest point of building above the established grade- Building height is the vertical distance measured from the finished grade around the building to the highest point of the roof. It is calculated by averaging the height measured at the four corners of the structure and the three intermediate points equal distance between the corners of each side.

6. **Property Pins.** If you have located the pins marking the boundaries of your property or if you have had a recent survey completed, please note that here.
7. **Number of stories-** number of floors in the structure you propose to build, including the square feet for each floor. If deck or garage, show square feet included.  
**Off street parking-** the total square footage of available parking on your property.  
Examples: A 20 ft. x 30 ft. driveway contains 600 square feet (sf). A 24 ft. x 26 ft. garage plus a 20 ft. x 25 ft. driveway provides a total of 1124 sf.  
**Accessory building size-** Show width and depth dimensions.  
**Describe any easements-** If there are easements that cross your property, please identify the type and location of each.
8. **Allowable coverage-** is calculated based on zoning district. If unsure, contact the zoning office.
9. **Dwelling requirements-** This section is provided to allow you to list any other information you might like to provide, where the dwelling will not comply with the minimum dwelling requirements.
10. **Signature.** Be sure to sign on the line marked “applicant”. By signing the application you attest to the accuracy of the information provided.

*In addition to a site plan, applications for new dwellings, new commercial buildings, accessory structures or additions to existing buildings will need to submit a copy of the floor plan and exterior elevations (all four sides) drawn either to scale or with accurate dimensions indicating room sizes and overall building height from the finish grade.*

**Submit completed application form, site plan, other drawings and fee to:**  
**Catawba Island Township**  
**4822 E. Cemetery Road**  
**Port Clinton, OH 43452**  
**Phone: 419-797-4131**

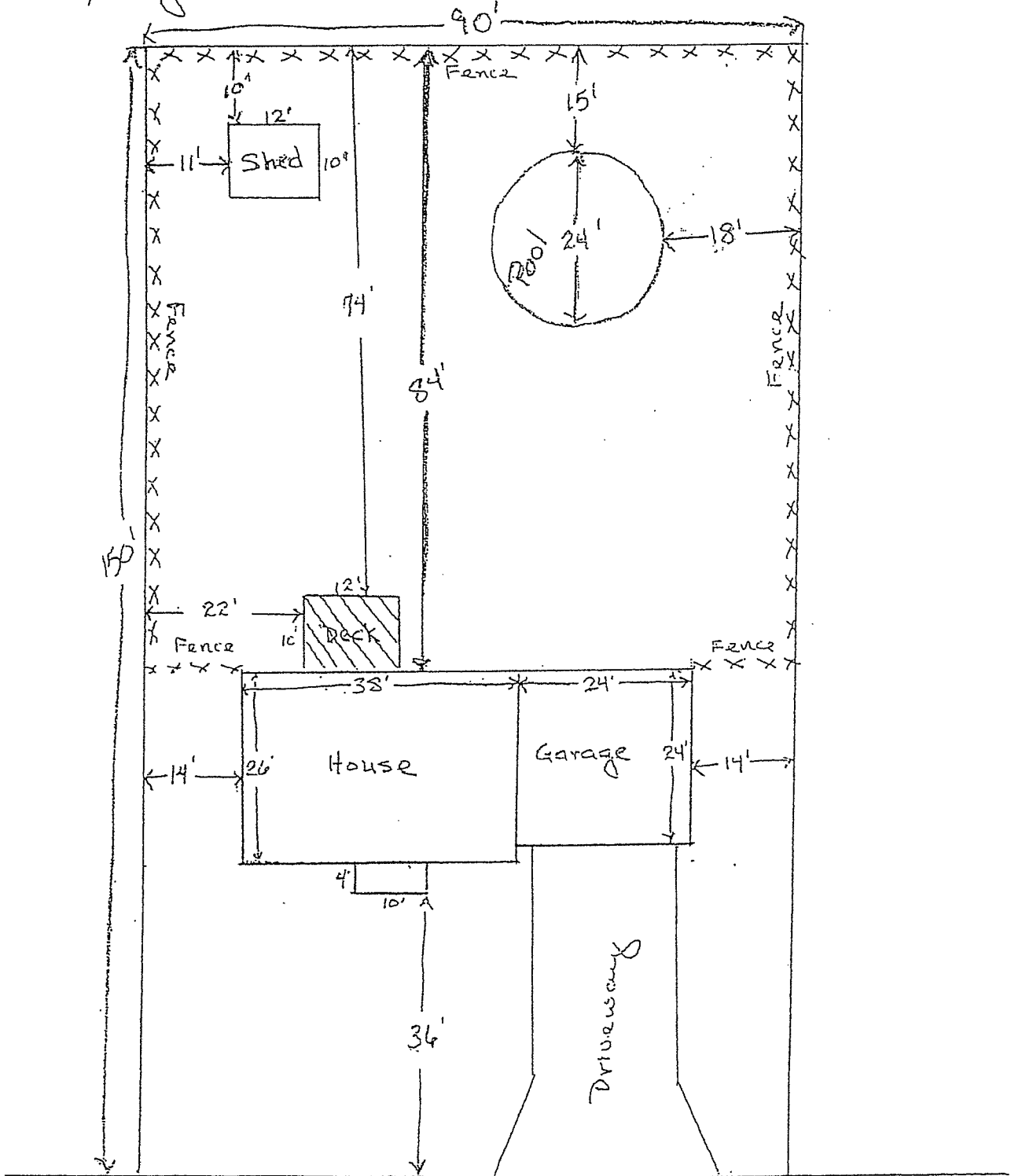
**Office hours are 9:00 a.m. to 3:30 p.m. Monday through Thursday.**  
**9:00 a.m. to 1:00 p.m. Fridays.**  
**Closed all legal holidays.**

**Permits are valid for a period of 18 months**

**False information provided on the application, whether intentional or not, could result in the permit being revoked at any time.**

2081 Anywhere Dr.  
lot 12, Anywhere Subdivision

North →



Anywhere Drive

*Catawba Island Township*

4822 E. Cemetery Road  
Port Clinton, Ohio 43452

*Vicki Wheatley, Zoning Inspector*

*zoning@catawbaislandtownship.com*

*419-797-4131*

**SKETCH**

Draw to scale and show all required dimensions. Please indicate NORTH.

