

PERMITTING BY DEPARTMENT: PLANNING AND ZONING COMMISSION

Type Of Activity	Permitting	Plan Review/Inspections:
Subdivisions	<p>Five (5) or fewer lots with no new streets, water or sewer lines required – Final Plan</p> <p>Six (6) or more lots or any division of land requiring new streets, water or sewer lines – Preliminary and Final Plat required, including improvement plans. Soil Erosion Control and Storm Water Management Plans Required.</p>	<p>Staff plat review and approval if compliant.</p> <p>Planning Commission preliminary and final plat review, hearing and approval. City Engineer inspection and approval required. City Council acceptance of public improvements when completed. Bond required.</p>
Zoning Approval	Construction and use must comply with City Zoning Code.	Site Plan Review Inspections
Residential New Construction or Remodeling (1 to 3 units)	Zoning approval, compliance with Residential Code of Ohio (RCO), Building Permit(s) and Contractor Registration required.	Site Plan Review Plan Review Inspections
Residential New Construction or Remodeling (4 or more units), Commercial and Other	Zoning approval, compliance with Ohio Building Code (OBC), Building Permit(s) and Contractor Registration required.	Site Plan Review Plan Review Inspections Certificate of Occupancy after final inspection if compliant.
Timber Harvesting/Logging	Commercial timber harvesting requires submittal of plans and submittal of other information.	Site Plan Review Plan Review Inspections Bond may be required.

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Rezoning	May be required prior to land use change or new development. Requires planning commission public hearing and approval by City Council. Process could take up to ninety (90) days.	Site Plan Review Plan Review Inspections
Conditional Use Approval	May be required prior to land use change or new development, where project is listed as conditional use in zoning code. Requires planning commission public hearing and approval by City Council. Process could take up to ninety (90) days.	Site Plan Review Plan Review Inspections
Zoning Variance	Required if project owner wants to proceed when approval denied due to conflict with zoning code requirements. Requires board of zoning appeals public hearing. Decision may be appealed to City Council. Process could take up to forty-five (45) days.	Site Plan Review Plan Review Inspections
Historic Preservation	Certificate of Appropriateness required for work in CBD or North End Historic Districts. Maintenance may be approved by staff. All other work must be approved by landmarks commission.	Plan Review Inspections
Floodplain Development	Floodplain Development Permit required in addition to all other typical permits and approvals.	Site Plan Review Elevation Data Plan Review Inspections
Business Regulation	Carnivals, circuses, amusement devices, juke boxes, riding devices, movies, shows, festivals and fairs; bowling alleys; fortunetelling; itinerant vendors; junk dealers; charitable solicitations; peddlers, solicitors and ice cream vendors; photographers; pool tables; taxicabs and hand gun dealers require annual city permit. Home occupations and portable signs require annual permit	Application Review Inspections