

**VILLAGE OF SPENCERVILLE  
PERMIT APPLICATION**

**Purpose: Required for construction of signs, fences and buildings, placement of pre-constructed buildings, modifications or demolition of existing structures, excavation, and Conditional Use.**

**WORK CANNOT BEGIN UNTIL THE PERMIT IS ISSUED.**

**Instructions:**

- 1) Complete all applicable sections. Incomplete information may result in the delay of the application process.
- 2) Attach (8 1/2 x 11) diagram(s) or document(s) to show and explain project to include the following:
  - a) Actual dimensions and shape of the lot.
  - b) Dimensions and location (measurements from property lines) of **ALL** existing buildings.
  - c) Dimensions and location (measurements from property lines) of proposed building(s), additions or constructed item(s).
  - d) Location and design of access drive(s)

Owner(s) Name: \_\_\_\_\_ Contact number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Owner's Address: \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code)

Permit applied for by: \_\_\_\_\_ Contact number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Location / Address of project: \_\_\_\_\_ Zoning district: \_\_\_\_\_

Lot No.: \_\_\_\_\_ Parcel(s) No.: \_\_\_\_\_

Proposed use of property or structure: \_\_\_\_\_

Existing use: \_\_\_\_\_

Purpose for permit request: (place an X in front of all that apply)

- Construct    Alteration    Addition    Repair    Remove    Demolish    Excavation
- Metal    Wood    Brick    Concrete    Cement Block    Footer
- Conditional Use \*(see back of form for additional instructions)

Total sq. ft. of building \_\_\_\_\_ Type of foundation \_\_\_\_\_ Est. cost of project \$ \_\_\_\_\_

Building height \_\_\_\_\_ ft.                      Number of off-street parking spaces \_\_\_\_\_ (conditional use permit only)

**Note:** If work is being done in a sub-division, in addition to any zoning laws, you are responsible to comply with any covenant of such sub-division.

**I hereby acknowledge responsibility of adherence to the terms of this application and agree to be financially responsible to correct violations of the zoning laws due to non-compliance of this permit. In addition, I grant permission to the Village and Zoning Administrators to access the project site property for purposes associated with the issuance and compliance of the requested permit.**

Property owner's Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Return application in person to the water dept. at 524 N. Broadway or by mail to: Village of Spencerville, attn: Building Permit, 116 S. Broadway, Spencerville, OH 45887. Allow for 30 working days for permit approval. Permit shall expire and may be revoked if work has not begun within six (6) months or substantially completed within one (1) year. If you have questions about zoning, go on-line to [www.spencervilleoh.com](http://www.spencervilleoh.com) and select zoning or contact Sean Chapman, Mon.-Fri., 8A-4P at 419-647-6263.

\*Conditional Use permit request: In addition to #2 under the instructions list at the top of the application, the below information is also required to be submitted with the application per Article 17 of the Zoning Ordinance.

Per Article 17.2.6 - A plan of the proposed site for the conditional use showing the location of all buildings, parking and loading areas, streets and traffic accesses, open spaces, refuse and service area, utilities, signs yards landscaping features, and such other information as the Board of Zoning Appeals may require;

Per Article 17.2.7 - A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent properties and with the comprehensive plan, to include an evaluation of the effects on adjoining properties of such elements as traffic circulation, noise, glare, odor, fumes, and vibration;

Per Article 17.2.8 - A list containing the names, phone numbers, and mailing addresses of all owners of property within five hundred (500) feet of the property in question; and,

Per Article 17.2.9 - A narrative addressing each of the applicable criteria contained in Section 17.3.

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This application is being returned due to the following reasons: Please correct and return.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning Administrator's notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proper plans submitted: Yes No

**Application Fees: (To be collected upon approval of permit. Do not submit payment with application.)**

Conditional Use Permit - \$250.00

**Building Permit:**

- Residential 10¢ per square foot / exterior building dimensions
- Commercial / Industrial 10¢ per square foot / exterior building dimensions
- Garage or Outbuilding 10¢ per square foot / exterior building dimensions

Fence Permit - \$10.00

Deck Permit - 10¢ per square foot (excluding concrete slabs)

Demolition Permit - \$25

Sign Permit - \$25

Swimming Pools (over 144 square feet) \$0.10/square foot

Note: In regards to minimum property setback, found in Zoning Ordinance 12.2, distances include roof overhang.

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**BELOW IS FOR OFFICE USE ONLY**

Permit Approved: Yes No Permit No: \_\_\_\_ - \_\_\_\_ Permit Fee \$ \_\_\_\_\_

Check # \_\_\_\_\_ Receipt # \_\_\_\_\_ Date Paid: \_\_\_\_ - \_\_\_\_ - \_\_\_\_