

**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.**

**Instructions:**

1) Complete all applicable sections. Incomplete information may result in the delay of the application process.

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

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) Exact size and location of existing buildings (if any)
- c) Dimensions of proposed building(s) or alterations to include location on the lot with measurements from property lines (all sides).
- 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 subdivision, in addition to any zoning laws, you are responsible to comply with any covenant of such subdivision.

**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 of the requested permit.**

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

Allow for 30 working days for permit approval. Upon approval of the permit, make check payable to: "Village of Spencerville". 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 online to [www.spencervilleoh.com](http://www.spencervilleoh.com) and select zoning or contact Ben Suever, Mon.-Fri., 7:00 a.m.- 3:15 p.m. at 419-647-6263.

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\*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.

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

Proper plans submitted: Yes No

**Application Fees:**

\*\* As per current Village Fee Schedule

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: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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