



INSTRUCTIONS FOR ZONING PERMIT APPLICATION

1. Applicant shall accurately describe the intended use of the lot or lot and building(s). Failure to adequately describe intended use may delay or prohibit issuance of permit.
2. Applicant shall certify and attest to the truthfulness of the information provided on the application by signature. Failure or refusal to so certify shall constitute grounds for refusal to issue permit.
3. Prior to submittal of application, markers shall be placed on the lot to identify corners of the lot where lot lines intersect street rights-of way and/or to identify dimensions of proposed buildings. Markers shall be placed on the lot so that inspector may verify compliance with yard and setback requirements.
4. If application is for construction or building modification requiring additional water or sewer taps, water and sewer tap fees must be submitted prior to issuance of permit.
5. Each application shall be accompanied by two (2) copies of a site plan of lot identifying lot dimensions and location of proposed building site. Site plan shall be legible and accurate. A minimum sketch contains the following:
 - Lot width
 - Front yard depth from right-of-way
 - Rear yard length
 - Side yards width
 - Lot depth
 - Dimensions and height of building
6. Each application for new construction will be accompanied by two (2) complete sets of drawings. One set will be signed and returned with the attached approved zoning permit.
7. Any person, firm, or corporation in control of demolition of any structure must have Village Utility Personnel disconnect all utilities prior to any issuance of a demolition permit. All other Utilities not managed by Village Utility Personnel must also be disconnected.

Village of Arcanum
309 South Albright Street
Arcanum, OH 45304
937-692-8500

www.villageofarcanum.com



APPLICATION FOR ZONING PERMIT

This application must be submitted prior to the issuance of a Zoning Permit.

Address: _____ Date: _____

Name of Owner: _____ Phone: _____

Email: _____

Demolition	☐ Yes	☐ No
All Utilities Have Been Turned Off	☐ Yes	☐ No
Structure is larger than 800 Sq Ft	☐ Yes	☐ No

Description of Intended Improvement or Use of Lot or Building: _____

Zoning Classification of Lot: _____

Name and Address of Builder/Contractor: _____

Certification:

I do hereby certify that all statements made herein and any documentation submitted herewith are true and correct to the best of my knowledge, and that I am aware of the provisions of the Zoning Code of the Village of Arcanum as they apply to the premises listed above.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date payment received: _____	(If Required)
Application Fee: _____	Water/Sewer Tap Fee: _____
Method of Payment: _____	Method of Payment: _____
Receipt Number: _____	Receipt Number: _____

* Does this lot listed above fall within a floodplain? YES or NO
Notification: Name _____ Date _____
By Enforcing Officer/Designee _____

Installation of curbs and sidewalks: REQUIRED or NOT REQUIRED

Does application comply with Zoning Ordinance: YES or NO

If yes, Zoning Certificate Number: _____

If no, cite section (s) and title (s) of the Applicable Zoning Ordinance to which application fails to comply: _____

Application Reviewed By: _____ Date: _____



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SKETCH BELOW
