



Application No. _____

Certificate No. _____

APPLICATION FOR CERTIFICATE OF OCCUPANCY
VILLAGE OF WELLINGTON PLANNING AND ZONING DEPARTMENT
115 WILLARD MEMORIAL SQUARE
WELLINGTON, OHIO 44090
OFFICE HOURS: 8:00 A.M. TO 4:30 P.M.
PHONE #: (440) 647-4626 ext. #5 FAX#: (440) 647-2220
Zoning Administrator: Marla Lent
Zoning Inspector: Gerald Fishbaugh

Name of Applicant: _____

Address: _____

Daytime Phone # _____ Fax # _____ Email: _____

Property Owner: _____

Address: _____

Daytime Phone# _____ Fax _____ Email _____

Address or Location of Property: _____

Proposed Use of Property: _____

Zoning for Property: _____

Type of Business: _____

Date of Opening _____ Hours Open _____

Any building alterations and/or structural modifications being performed _____

If yes, please describe

A Certificate of Occupancy Application must be completed and returned to the Planning and Zoning Department for review and approval before any person shall occupy or permit the use or occupancy of any building or premises. Applicant and/or property owner gives the Village the authority to inspect the property in the review of this application and for compliance with the permit following approval.

The undersigned hereby applies for a zoning certificate for the aforementioned use, to be issued on the basis of the representations contained herein, all of which applicant certifies are true and correct.

Applicant

Date

Property Owner

Date



Application No. _____
Certificate No. _____

TO BE COMPLETED BY THE ZONING ADMINISTRATOR AND ZONING INSPECTOR

Filed with the Village of Wellington Planning and Zoning Department on the _____ day of _____, 20_____

Fee Paid _____ Application Fee: \$25.00

CERTIFICATE OF OCCUPANCY

Upon the basis of Application No. _____, the statements of which are made a part hereof, the proposed request for occupancy is (Found/Not Found) to be in accordance with the Village of Wellington Code and is hereby (Approved/Rejected).

If application is rejected, state reason for rejection

Certificate No. _____

Date of Final Inspection _____

Certificate of Occupancy Issuance Date _____

Zoning

Date

Zoning

Date

Failure to obtain a certificate of occupancy shall be a violation of the Zoning Ordinance and punishable under Section 1117.03 of the Village of Wellington's Codified Ordinances.