

Village of Waynesfield

300 N. Westminster St.

P.O. Box 128

Waynesfield, Ohio 45896

Board of Zoning: Building Application Form

Name: _____

Address: _____

Description of project:

Required Information:

(A) Location of project: _____

(B) Drawing of project: This can be a hand drawn sketch on 8 X 11 sheet of paper where the project will be located on the lot, or blue prints along with sketch of project on the lot.

(C) Village Utilities : Yes _____ No _____

(D) Contact person : name _____ phone: _____

(E) Date of Application: _____

For Office Use Only:

Application Approved: Yes _____ No _____

Zoning inspector: _____

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419-568-4991

Board of Zoning: Building Permit Procedure

- 1) Issue Building Application Form
- 2) Confirm all information has been completed on Building Application
- 3) Forward Application to Zoning Inspector
- 4) Zoning Inspector reviews request, (ie) site visit, zoning rules
- 5) Zoning Inspector makes approval determination
- 6) If request is denied based on zoning guide lines, applicant has the option of appealing to the Zoning Board of Appeals
- 7) If Building Application is approved, a building permit will be issued
- 8) Zoning Inspector will monitor construction
- 9) At the completion of the project the Zoning Inspector & Mayor will sign the Certificate of Occupancy and issue a copy to applicant along with filing a copy with the Village.