
Zoning Permit Application & Start of Construction

INSTRUCTIONS

Provided for informational purposes only, refer to the Township Resolution for specific zoning requirements.

Walnut Township | 11420 Millersport Rd., Millersport, OH 43046 | Web: www.walnuttp.com | 740-467-2420 |
Zoning Inspector – zoninginspector@walnuttp.com | The Zoning Resolution/Code is located on the Township Website

GENERAL INFORMATION

1. **All** construction projects that involve a structure, require a Zoning Permit including these examples:
 - a. Industrial and commercial buildings
 - b. Apartments
 - c. Single and multi-family dwellings
 - d. Manufactured homes and structures
 - e. Additions to any structure
 - f. Solar and wind power generation
 - g. Cell towers
 - h. When an Agriculture exempt structure is no longer used for Agriculture
 - i. Decks
 - j. Carports, lean-to's, porches
 - k. Garage and shed
 - l. Barns
 - m. Pools
 - n. Signs
 - o. Fences
 - p. Any other structures not named
 2. Start the permit process with a Zoning Permit Application, found on our website or at the Township Offices Lobby. You can start the permit application process once the lot/parcel has been legally recorded.
 3. Zoning Permits are **not** required for:
 - a. Maintenance and repairs
 - b. Driveways, paved or gravel
 - c. Sidewalks and steps
 - d. Structures used for Agricultural.
 - We ask that a **Declaration of Agriculture Use Certificate** be completed for all Agricultural uses. This insures that there are no misunderstandings on what the law states regarding Zoning and Agricultural uses. In general, the agricultural exemption does not apply to residential neighborhoods. See Zoning Resolution for more information.
 - Please note: If the structure ceases to be used for agriculture, the property owner is required to obtain a Zoning Permit in order to be compliant with the Township Zoning Resolution. If there is a chance your Ag Exempt project will no longer qualify for Ag Exempt status in the future we strongly encourage you to construct it according to the Zoning Resolution.
 4. Zoning Resolution/Code can be found at: www.Walnuttp.com.
 5. Zoning Districts – Make sure you know what Zoning District your property is in before you build. You can make that determination by going to the Zoning District Map located on the Regional Planning Website. County Resources/Township Information or <https://www.co.fairfield.oh.us/rpc/Zoning-Information.html>
 6. There is a 1300 minimum square foot requirement for houses. Do not include the area of an attached garage as part of the area calculation.
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Zoning Permit Application - Instructions

7. Zoning Inspector – If you have any questions about a particular piece of property, it is best to email or call the Zoning Inspector. Provide the address if known, if not, provide the parcel number found through the County Auditor’s web site or the Real Estate Tax Bill.
8. Building near the Construction and Demolition Debris Landfill on S.R. 37. Under Ohio law, a potable well system cannot not be constructed within 500 feet of the Micro C&DD landfill.
9. Road culvert permit. Contact the Township Roads Supervisor for a required no cost permit.

COMPLETING and SUBMITTING YOUR ZONING PERMIT APPLICATION

1. Zoning Permit Applications
 - a. These must be completed for the project type.
 - b. Become familiar with building setbacks and road frontage (see Zoning Resolution).
 - It is important to keep in mind that Walnut Townships setbacks are measured from the roof overhang/eave line, not including the gutter. Failure to keep this in mind could be very costly to you. Clearly show all roof overhangs on your site plan. If you do not, your application **will** be rejected.
 - c. Your application must also include:
 - Scaled and dimensioned **Site Plan** with your lot/property lines and lengths clearly indicated. See **SAMPLE SITE PLAN** attached for additional requirements.
 - Scaled and dimensioned **Floor Plans**.
 - Scaled and dimensioned **Exterior Building Elevations** showing the building height above grade (and above dam where applicable).
 - d. All plans noted above must be drawn to scale to ensure that your project will fit on your site and in order to show all spatial relationships. Plans are to be drawn to industry accepted standards. For example site plans will be 1"=10' | 1"=20' | 1"=30' or 1/16"=1'-0" | 1/8"=1'-0"; building elevations and floor plans will 1/8"=1'-0" | 3/16"=1'-0" or similar scale.
 - e. By signing, the Applicant understands that he/she must comply with all applicable Walnut Township Zoning Resolutions before he/she is granted a final Zoning Permit.
 - f. All applications must be signed by the property owner unless a Power of Attorney has granted another party signing authority on behalf of the Owner.
 - g. Pursuant to Ohio Revised Code 519.15 and Walnut Township Zoning Resolution 7.2, any aggrieved party or township officer affected by the issuance of this permit can appeal to the Walnut Township Board of Zoning Appeals within 20 days from the date the permit was issued. If you receive notice of an appeal, please consult with the Walnut Township Zoning Resolutions/Ohio Revised Code Chapter 519 to determine your options or seek private legal representation.
2. Printing and delivering your plans to the Township. Plans can be drawn on whatever size paper you wish. However, for reasons of practicality of storage of your plans in our files, those need to be reduced (if needed) to no more than 11"x17" paper size for residential plans and 15"x22" paper size for commercial/industrial plans. In all case use standard recognized paper sizes for all plans within the maximum limit noted.
3. Paying for your permit – See Fee Schedule on website or at Township offices. Once your plans are reviewed and ready for pick up you may drop off a check or money order for payment. DO NOT provide a check with your plans. Cash will not be accepted.

BEFORE YOU START CONSTRUCTION

1. Before Building – **Prior to construction**, physically stake out the project (showing all pertinent elements of the construction project) with respect to the property lines. Which means that your property pins must be visible and then, contact the Zoning Inspector one (1) week before proceeding. The Zoning Inspector will review **your layout** for general conformance. DO NOT ask the Zoning Inspector to do any of the layout work for you. If you do not lay out the construction it could cause a delay in your project.

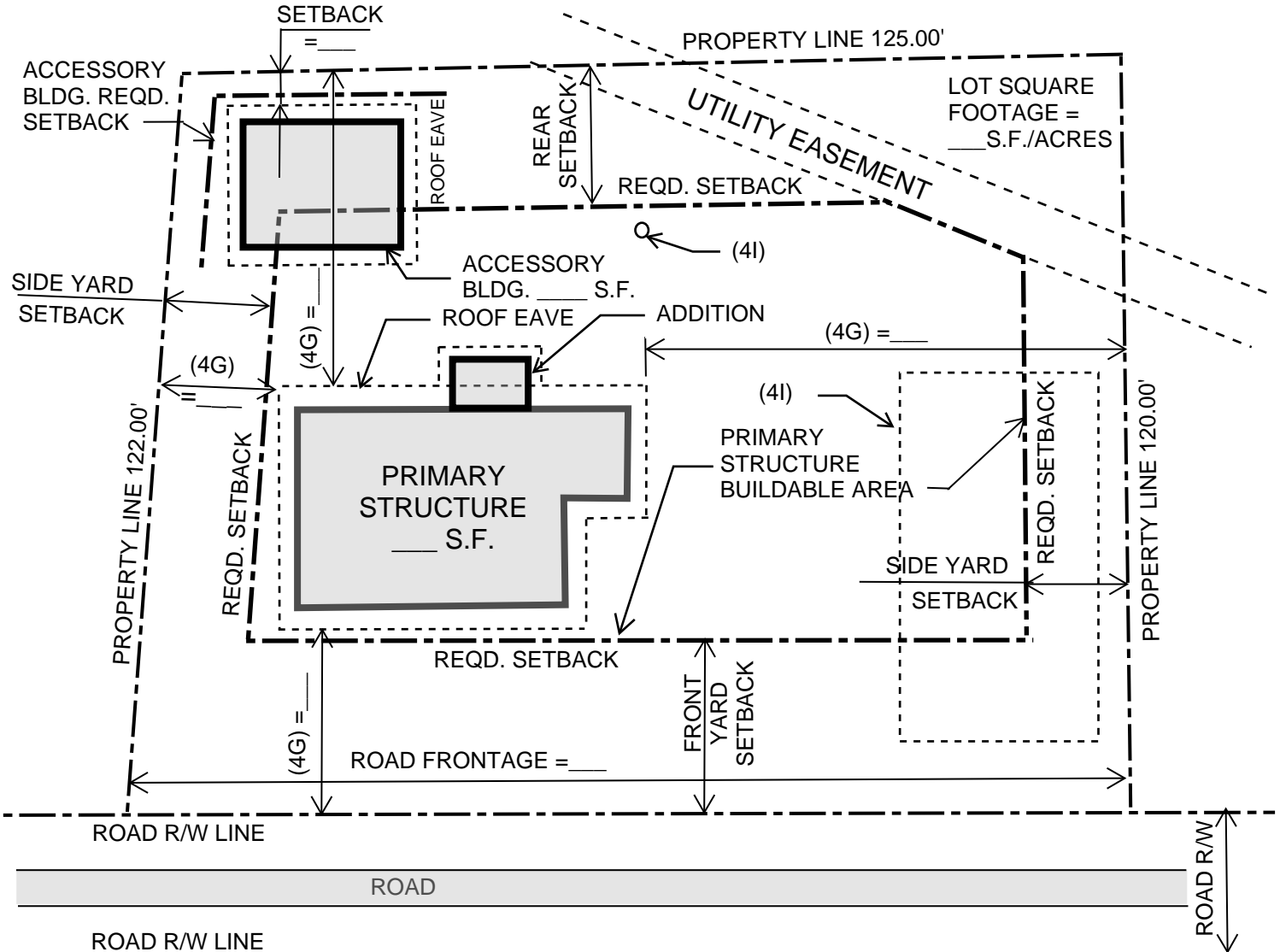
Careful planning and following these instructions on your part will help get your project started off in the right direction.

SAMPLE SITE PLAN

PERMIT APPLICATION

NOTES: A SITE PLAN IS TO BE INCLUDED WITH ALL ZONING PERMIT APPLICATIONS

1. ALL SITES PLANS MUST BE DRAWN TO SCALE AND MUST BE LEGIBLE.
FOR EXAMPLE: 1"= 10'-0" | 1" = 20'-0" | 1"=30'-0" OR 1/16"=1'-0" | 1/8" =1'-0".
2. INCLUDE ADDRESS AND OWNERS NAME
3. FREEHAND SKETCHES ARE NOT PERMITTED.
3. MAXIMUM FINAL PRINTED SIZE IS 11" x 17" RESIDENTIAL | 15" x 22" COMMERCIAL (NO EXCEPTIONS).
4. SITE PLAN MUST SHOW:
 - A. ALL PROPERTY LINES/RIGHT-OF WAYS (R/W) AND EASEMENTS.
 - B. LOT SQUARE FOOTAGE OR ACRES
 - C. EACH STRUCTURE SQUARE FOOTAGE
 - D. PARKING AREA FOR COMMERCIAL/INDUSTRIAL BUILDINGS
 - E. ALL EXISTING STRUCTURES (IF ANY)
 - F. ROAD FRONTAGE
 - G. FRONT, REAR AND SIDE YARD SETBACKS (MEASUURED TO THE ROOF EAVES)
 - H. ROOF EAVES
 - I. LEACH FIELD & WELL (WHEN APPLICABLE) PER DEPT. OF HEALTH REQUIREMENTS



**Walnut
Township
Zoning**

SITE PLAN

1"=20'-0"

NAME: _____

ADDRESS: _____