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## ZONING COMMISSION/ZONING BOARD OF APPEALS

PUT-IN-BAY, OHIO 43456

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Enclosed is a Put-in-Bay Township Zoning Application. This application covers many different permits issued by the Put-in-Bay Township Zoning Commission, Zoning Board of Appeals and the Township Zoning Inspector. Read this letter thoroughly. You are responsible for submitting a complete and accurate application and missing information will delay the processing of your application.

**Make sure you include the following with your application form:**

1. A plot map of your property and the surrounding property owners. Indicate any buildings on your property.
2. A copy of your deed or its legal description.
3. A list of the names and addresses from the current Ottawa County Auditor's tax list for all property owners within, contiguous to, and directly across the street and within two hundred (200') feet from such area to be rezoned.
4. A statement describing the benefits to the community if your request is granted.
5. A statement describing any impact your request may have on surrounding property owners if your request is granted.

**NOTE: A copy of your well and septic permit that is on file with the Ottawa County Health Dept. must ACCOMPANY applications from homeowners applying for a Conditional Use Permit to operate a business, including bed & breakfast, weekly rentals, etc.**

Requests for Conditional Use Permits and Variances are handled by the Zoning Board of Appeals and are held as needed. Requests for Zoning Changes are heard by the Put-in-Bay Township Zoning Commission. The Commission conducts a regular monthly meeting and offers property owners a chance to ask questions about Township Zoning. Requests for a change in zoning first are reviewed by the Ottawa County Regional Planning Commission. The OCRP then makes a recommendation to the Zoning Commission. The Commission conducts a Public Hearing and Meeting and makes a recommendation to the Put-in-Bay Township Trustees. The Trustees make the final decision regarding Zoning Changes.

Incomplete and/or illegible applications will be returned. Applications must be typed or printed. Attachments, such as plot sketches, legal descriptions, surrounding property owners' names and addresses, etc. must be submitted on standard letter size paper. Submit the original application complete with attachments to the Put-in-Bay Township Zoning Inspector, P.O. Box 447, Put-in-Bay, OH 43456. Please be sure to make a copy of the application for your records. You must enclose a check with your application. Use the enclosed fee schedule to locate the amount and make your check payable to the Put-in-Bay Township Trustees.

Copies of the names and addresses of each Township property owner are available through the Auditor's Office at the Ottawa County Court House in Port Clinton for \$.25 each or online at [www.Ottawacountyauditor.org](http://www.Ottawacountyauditor.org). Copies of the current Put-in-Bay Zoning Resolution are available for review at the Erie Islands Public Library, located at Put-in-Bay School, during normal business hours. You may purchase your own copy of the Zoning Resolution directly from the Ottawa County Regional Planning Commission's office in Port Clinton or view online at [www.pibtownship.com](http://www.pibtownship.com).

Incomplete and/or incorrect applications will not delay receiving a violation or delay pending litigation if you are currently in violation of Put-in-Bay Township Zoning Regulations.

All questions should be directed to the Township Zoning Inspector. The Zoning Inspector's mobile telephone number is (419) 341-2728 or email [putinbayzoning@aol.com](mailto:putinbayzoning@aol.com).

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PUT-IN-BAY, OHIO 43456

Date \_\_\_\_\_ Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Address of Property for which this application applies \_\_\_\_\_

Current zoning of property \_\_\_\_\_ email: \_\_\_\_\_

### APPLICATION FOR

**Conditional Use Permit**

*For CUP check one of the following:*

**Rental Dwelling, One Family & Apartment**

**Rental Unit**

**Home Occupation**

**Bed & Breakfast**

**Special Event**

**Other** \_\_\_\_\_

**Variance** (*Check one*)

Area \_\_\_\_\_ Use \_\_\_\_\_

**Zoning Change from** \_\_\_\_\_

to \_\_\_\_\_

**Proposed Use or Variance Requested (description)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Applicant's Signature*

The applicant is responsible for providing all the required information and documentation according to guidelines outlined in the Put-in-Bay Township Zoning Resolution for the processing of this Zoning Application. A check for the application fee made payable to the *Put-in-Bay Township Trustees* must accompany the application. Incomplete and/or incorrect applications will be rejected. All applications must be published in a local newspaper and posted publicly prior to the Public Hearing according to Ohio Revised Code. Please keep this in mind when planning your project.

### Do Not Write Below This Line

Fee Paid \$ \_\_\_\_\_

Date Application Accepted \_\_\_\_\_ Date of Public Notice \_\_\_\_\_ Date Hearing Held \_\_\_\_\_

The Zoning Board of Appeals/Zoning Commission Decision is: \_\_\_\_\_

\_\_\_\_\_

Conditions or Restrictions (may be continued on back): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Zoning Chairperson

\_\_\_\_\_  
Zoning Secretary or Witness

\_\_\_\_\_  
Zoning Inspector

## **INSTRUCTIONS:**

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The Applicant shall complete the appropriate form (Use Variance, Area Variance or Conditional Use) as part of the application submission. The Board of Zoning Appeals shall publicly review the submitted form at the public hearing, stipulating the responses identified by the applicant.

Each item on the form needs to be addressed. The Board shall receive the testimony of those in attendance that are in support of the application and that are opposed to the request. The Board may consider written comments that are submitted in advance of the hearing during its review.

At the conclusion of the testimony, the Board shall complete a separate form to become part of the public record. The Board shall summarize its findings concerning each item after reviewing the application and hearing the testimony.

Should an issue not be adequately addressed, the Board may continue the hearing to provide adequate time for the necessary material to be submitted to address the Board's concerns.

Failure by the Board to conclude that all of the noted criteria have been properly addressed will result in denial of the applicant's request.

USE VARIANCE - FINDING OF FACT

A use variance involves the development or conversion of land for a use not permitted in the specific zoning district. The factors or standards applied to a use variance are those related to the concept of "unnecessary hardship". A use variance must not be contrary to the public interest and the board of zoning appeals must insure that the spirit of the zoning resolution is observed. In other words, the use requested is consistent and harmonious to the existing uses. In addition, all of the following conditions must also be found to exist:

1. The special circumstances or conditions applying to the building or land in question are peculiar to such lot or property and do not apply generally to other land or buildings in the vicinity and were not created by the applicant.

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2. The granting of the application is necessary for the preservation and enjoyment of a substantial property right and not merely to serve a convenience to the applicant.

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3. The authorizing of the variance will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion in public streets, or increase the danger of fire or imperil the public safety or unreasonably diminish or impair established property values within the surrounding areas, or in any way impair the health, safety, convenience, or general welfare of the inhabitants of the Township.

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DECISION

It is therefore the decision of the Put-in-Bay Board of Zoning Appeals that this use variance petition is \_\_\_\_\_. Any conditions stated in the minutes are conditions incorporated herein by reference and made a part of this decision. Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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**ZONING COMMISSION/ZONING BOARD OF APPEALS**

PUT-IN-BAY, OHIO 43456

Zoning Fee Schedule

One-Family Dwelling	\$.04/square foot	\$35 Minimum
Two-Family Dwelling	\$.04/square foot	\$35 Minimum
Multi-Family Dwelling	\$.04/square foot	\$35 Minimum + \$15/Unit
Commercial	\$.06/square foot	\$60 Minimum
Industrial	\$.06/square foot	\$60 Minimum
Remodeling Additions	\$.04/square foot	\$30 Minimum
Accessory Garages	\$.04/square foot	\$30 Minimum
Fences and Decks	\$25 Minimum	
Signs	\$30 Minimum	
Swimming Pools	\$20 Minimum	
Ponds	\$20	
Amendments (Change in Zoning)	\$250	
Variance	\$200	
Conditional Use Permit	\$200	
Temporary Permit	\$75	
Special Event Permit	\$100	
Late Filing Fee	The construction of any structure without a Zoning Permit, is Subject to doubling the current fees. This does not include Special Event, Conditional Use or Temporary Use Permits, Nor does it apply to Variance or Zoning Amendment Applications.	
Appeal Zoning Inspector Decision Page 88 III Jurisdiction Para A.	\$100.00	