

Permits

Danbury Township issues Zoning Certificates for projects in the Township as required under Zoning Resolution. Zoning review considers whether the project meets location, size and use standards. Ottawa County issues Building Permits. Building permit review considers the structural construction of the project, seeking to ensure the integrity of the structure and safety of the work. Many projects require both a Zoning Certificate and a Building Permit. An approved Zoning Certificate is required in most instances, prior to applying for a Building Permit.

Please call (419)734-6120 to verify whether a permit is required before starting any construction project or starting a business. Zoning permits are required for, but not limited to, the following type of projects:

- Single Family Residential
- Multi-family/ Condominium Developments
- Non-Residential (Commercial & Industrial) Buildings
- Additions
- Signs
- Accessory Structures (sheds, garages, gazebo's)
- Swimming Pools
- Porches & Decks
- Fences
- Change of Use
- All Nonconforming (grandfathered) uses & structures
- Home Occupations
- Boat Docks
- Remodelling

- [Zoning Permit Application](#)
- [Zoning Permit Fees](#)
- [ADA Ramp Procedure](#)

The Ottawa County Building Department can be reached at:

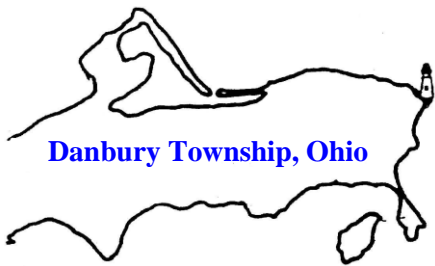
Ottawa County Courthouse
315 S. Madison Street, Suite 104
Port Clinton, Ohio 43452
P. (419) 734-6767
F. (419) 734-6853
Hours: 7:30a.m. - 4:30p.m.
<http://www.co.ottawa.oh.us/buildinginspection/index.htm>

[Permits](#)
[Monthly & Yearly Reports](#)
[Permit Process](#)
[Zoning Home](#)

5972 E. Port Clinton Eastern Road
Marblehead, Ohio 43440
Phone: (419)734.6120 | Fax: (419)734.3137

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Danbury Township, Ohio

5972 E. Port Clinton Rd.
Marblehead, Ohio 43440
Phone: (419) 734-6120 Fax: (419) 734-3137
Website: www.danburytownship.com

ZONING PERMIT APPLICATION

Date Filed: Application #:

Approval Date: BZA Case #:

1. Property Location:
Subdivision Lot # Zoning District
Existing Use Proposed Use

2. Applicant Address
City State Zip Phone
Email:

3. Owner Address
City State Zip Phone
Email:

4. Contractor/ Architect Address
City State Zip Phone
Email:

5. Site Plan: Attach site plan for subject property. See Instructions & Sample.

6. Type of Improvement
Residential Use: New Single Family, New Two-Family, New Multi-Family, Addition, Accessory Structure, Decks or Patios, Swimming Pools, Walls or Fences, Temporary Uses, Signs, Docks, Other.
Non-Residential Use: New Building(s), Dimensions of each Bldg., Addition, Accessory Structure, Temporary Uses, Signs, Walls or Fences, Remodel/ Tenant Finish, Docks, Finger, Main or Walkway, Other.

7. **Project Description:** _____

8. Are the property line pins located or have you had a recent survey of the lot? _____ (yes/no)

9. If application is for a non-residential use, list total square footage of building per floor. If application is for a residential use list total area of living space per floor as well as total area of all applicable attachments to the structure. Attach sketch of lot, showing existing buildings and proposed construction or use for which application is made. Give dimensions, indicate *north* and provide the following information:

	<u>Existing</u>	<u>Proposed</u>		<u>Existing</u>	<u>Proposed</u>
Basement:	_____ sf.	_____ sf.	Front Yard Setback:	_____ ft.	_____ ft.
First floor:	_____ sf.	_____ sf.	Side Yard Setback:		
Second floor:	_____ sf.	_____ sf.	_____ side:	_____ ft.	_____ ft.
Third floor:	_____ sf.	_____ sf.	_____ side:	_____ ft.	_____ ft.
Garage/carport:	_____ sf.	_____ sf.	Rear Yard Setback:	_____ ft.	_____ ft.
Decks/porches:	_____ sf.	_____ sf.	<i>(Setbacks are from the property lines, not the edge of the road pavement)</i>		
Breezeway:	_____ sf.	_____ sf.	<u>Lot Coverage:</u>		
Accessory:	_____ sf.	_____ sf.	A. Principal Building Footprint:	_____ sf.	
Parking:	_____ sf.	_____ sf.	B. Total of Accessory buildings:	_____ sf.	
Other:	_____ sf.	_____ sf.	C. Lot Width x Lot Depth = Lot Area:	_____ sf.	
Highest point of building above the established grade:	_____ ft.	_____ ft.	[(A +B) ÷ C] x 100 =	_____ %	

NOTE: Private deed restrictions may need to be met in some areas of the township.

Application is hereby made for a zoning certificate. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of fact or expression of fact in the application, either with or without intention on the part of the applicant, such as might, or would, operate to cause the issuance of a permit in accordance with this application, shall constitute sufficient ground for the revocation of the permit at any time. The owner of this building or premises and the undersigned, do hereby agree to comply with all the laws of the State of Ohio and the Zoning Resolution of Danbury Township, and to construct the proposed building or structure or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specification are to the best of their knowledge, true and correct.

(Applicant's Signature) (Date)

Do not write below this line

ZONING CERTIFICATE

Upon the basis of Application No. _____, the statements in which are made a part hereof, the proposed usage (is or isn't) _____ found to be in accordance with the Danbury Twp. Zoning Resolution and is hereby (approved or rejected) _____ for the _____ Zoning District.

Danbury Township Zoning Inspector
5972 E. Port Clinton Road, Marblehead, Ohio 43440

Date Application Received _____, 20____ Fee Paid \$_____ Cash/ Check # _____

Date Application Ruled On _____, 20____ If certificate refused, reason for refusal : _____

Permit valid for a period of one (1) year from date of issue.

DANBURY TOWNSHIP

ZONING INSPECTOR

5972 E. Port Clinton Rd.
Marblehead, Ohio 43440

(419) 734-6120

Kathryn A. Dale, AICP
Zoning Inspector

Re: NEW CONSTRUCTION INSPECTIONS

Dear Property Owner & Applicants:

This letter is to advise anyone who receives a zoning permit that they must call-in for a preliminary and final inspection. The intended structure must be staked at the exact location as depicted on the site plan and the pre-construction inspection will verify that the location meets all zoning requirements prior to construction commencement. New construction of additions, new homes, commercial buildings must also be inspected when footers and foundations are ready to be poured. This will avoid any potential problems in the future for both the Township as well as the property owner. A post-construction inspection will need to be scheduled to verify that everything was constructed as planned and the project is finalized.

To schedule an inspection, please call the number listed above. A 24-hour notice is appreciated. Inspections will primarily be done on Wednesday, but special circumstances can be coordinated with the Zoning Inspector.

Any structure installed in an easement is done so at the property owner's risk. If the owner or user of the easement (the County, utility company, etc.) needs to gain access to the easement **for any reason**, the structure can be removed and likely destroyed and will be done so **without any reimbursement to the property owner**. The property owner is responsible for all costs associated with the repair or replacement. The intent of this memorandum is to provide clarification to anyone considering construction over an easement and to answer any question prior to any future mishap.

The location and depth of all underground utilities should be determined prior to the start of any work. For utility locations, please contact Ohio Utilities Protection Service (OUPS) at 811 or 1-800-362-2764.

Thank you in advance for your compliance.

Kathryn A. Dale, AICP

Messages can be left on the office voicemail.

Danbury Zoning Office Hours are: M, T, Th, & F
Wednesday

9a – 4p

9a – 11a and 4p - 6:30p

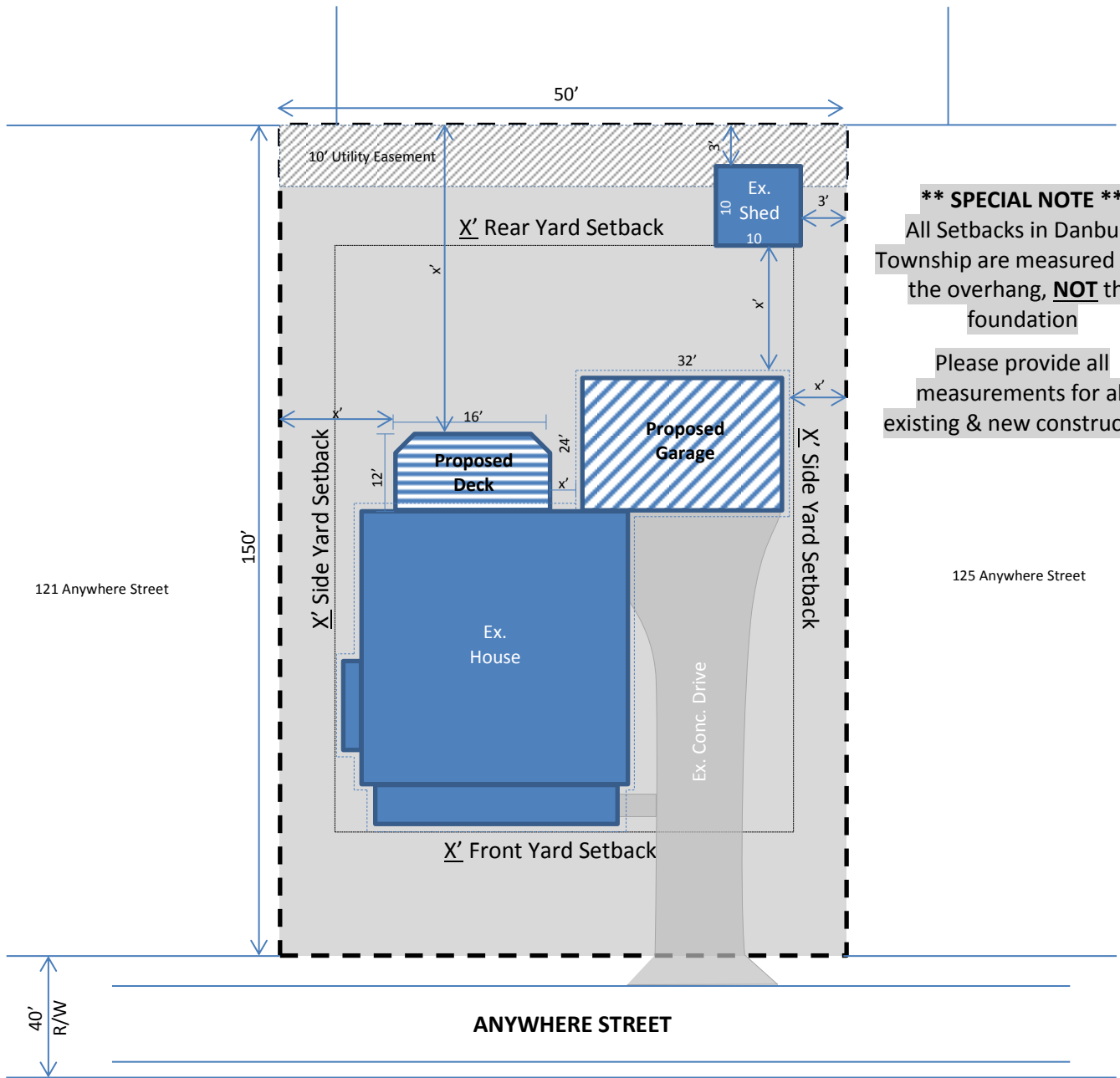
(Inspections available until 3:30 p.m.)

PIN#: _____
Zoning District: _____

SAMPLE SITE PLAN

123 ANYWHERE STREET
Marblehead, Ohio 43440
Scale = 1":X'

NO



**** SPECIAL NOTE ****
All Setbacks in Danbury Township are measured from the overhang, **NOT** the foundation
Please provide all measurements for all existing & new construction

Owner's Name:
Owner's Permanent Address:
Owner's Phone:
Owner's Email:

Contractor's Name:
Project Contact:
Contractor's Address:
Contractor's Phone:
Contractor's Email:

Surveyor's Name:
Surveyor's Company:
Surveyor's Address:
Surveyor's Phone:
Surveyor's Reg. #

Danbury Township Zoning Fees

(Approved by the Danbury Twp. Board of Trustees 12.14.2016)

Effective January 1, 2017

Construction Fees

Residential:

Single-Family Dwelling	\$.04 sq. ft.	\$ 100.00 min.
Two-Family Dwelling	\$.04 sq. ft.	\$ 100.00 min.
Condominium & Multi-Family Dwellings	\$.05 sq. ft.	+ \$15 per unit/ \$100.00 min.
Addition/Remodeling including decks and enclosures	\$.04 sq. ft.	\$ 50.00 min.
Decks	\$.04 sq.ft.	\$ 30.00 min.
Accessory buildings, structures or swimming pools	\$.04 sq. ft.	\$ 30.00 min.
Fences	\$.20 lin. ft.	48' or less = \$ 10.00 min. Over 48' = \$ 20.00 min. (No Max.)
Boat dock (finger, main, walkway)	\$.30 lin. ft.	\$ 30.00 min.

Commercial/Industrial:

Commercial/ Industrial buildings, structures	\$.05 sq. ft.	\$ 300.00 min.
Additions/alterations including decks and enclosures	\$.05 sq. ft.	\$ 100.00 min.
Accessory buildings, structures or swimming pools	\$.05 sq. ft.	\$ 50.00 min.
Fences	\$.20 lin. ft.	48' or less = \$ 20.00 min. Over 48' = \$ 30.00 min. (No Max.)
Boat docks (finger, main, walkway, etc.)	\$.30 lin. ft.	\$ 50.00 minimum

****ANY CONSTRUCTION WITHOUT A PERMIT WHEN REQUIRED: **DOUBLE BASE FEE**

Miscellaneous Fees

Church or Historical Site	½ of the Commercial Rate
Bed & Breakfast Inn	\$ 50.00
Home Occupation	\$ 40.00
RV Park, Campground (per accommodation site)	\$ 15.00 per site
Outside Storage Areas with no structure	\$100.00
Foundation Only	\$ 25.00
Low Impact wind generator tower	\$ 50.00
High Impact wind generator tower	\$100.00
Signs:	
Permanent On-Premises Residential Zoning District:	\$ 30.00 per sign
Permanent On-Premises Commercial Zoning District:	\$ 25.00 per sign plus \$ 0.50 per sq.ft./per side
Permanent Off-Premises (Billboard)	\$150.00 per sign
Temporary Sign over 8 sq.ft.	No Fee, but permit required
Use Only, no structure (cemetery, golf course, parking lot, etc.)	\$ 25.00
Handicap Ramp	\$ 10.00
Zoning Resolution Book	\$ 10.00
Copies:	
B/W: 8½ x 11	\$ 0.10
11 x 17	\$ 0.20
Color: 8½ x 11	\$ 0.15
11 x 17	\$ 0.30

Administrative Fees

Zoning Amendment (Map or Text) Initiated by property owner or by petition <i>Applications withdrawn before the Zoning Commission hearing will be refunded 50% of the fee, with the exception of the cost of any legal notices if such notices have been sent or published. Applications withdrawn after the Commission hearing will not be refunded.</i>	\$200.00 plus the cost of postage & legal advertisement(s)
Appeal of Zoning Inspector's Decision <i>Refundable if appeal is successful. Appeals withdrawn before the hearing date will be refunded 50% of the fee.</i>	\$200.00 plus the cost of postage & legal advertisement(s) (See also Court Reporter Fees)
Area Variance, Use Variance, Special Exception, Conditional Use <i>Applications withdrawn before the hearing date will be refunded 50% of the fee, with the exception of the cost of any legal notices if such notices have been sent or published. Applications withdrawn after the Commission hearing will not be refunded.</i>	\$200.00 plus the cost of postage & legal advertisement(s) (See also Court Reporter Fees)
Court Reporter Fees: <i>Some cases warrant the presence of a court reporter, especially potentially contentious requests or subject matters.</i> <i>If it is known that multiple attorneys will be present at a hearing, there is known opposition, or a high risk that the decision will be appealed, a court reporter will automatically be hired to appear and the applicant in that case, will be required to pay the entire appearance fee of the court reporter.</i> <i>If a case does not have a high risk of being appealed, but the circumstances suggest that a court reporter should be present, the applicant in that case, will be required to pay 50% for the appearance fee of the court reporter.</i> <i>Anytime a court reporter is a possibility for a hearing, Staff will fully discuss the issue with the applicant to determine the percentage of the applicants' responsibility, before scheduling the court reporter.</i>	50% or 100% Cost of Court Reporter's Appearance Fee (approx. \$75 per hour/2 hr. min.)
Change of Use Of any building or land to a different use (<i>such as from a dwelling to a business or vice versa</i>)	\$ 25.00 (Commercial to Commercial) \$ 50.00 (Residential to Commercial)
Zoning Affidavit <i>Supplemental Document required to be submitted for accessory buildings in accordance with Section 5.1 of the zoning resolution.</i>	\$20.00 Administrative Fee if prepared by Township Staff. Recording fee as required by Ottawa County Recorder's Office
Abatements <i>Any abatement that requires the Township to take action and remove or abate will have an flat Administrative Fee attached which covers costs such as but not limited to copies, the inspector' time for multiple follow-ups, photographs & phone charges.</i>	\$50.00
Zoning Verification Letter <i>A special request for a written opinions from Zoning Inspector on Twp. Letterhead regarding zoning related topics, interpretation of the zoning resolution, verification of zoning classifications and use of property, property history, enforcement, general inquiries or site specific inquiries</i>	\$25.00 plus any copy costs