



# APPLICATION FOR ZONING APPROVAL

City of Steubenville  
Planning and Zoning Commission  
115 S. Third St., Ste 108  
Steubenville OH 43952  
(740) 283-6000 extension 1700

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Name of Property Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone No. of Primary Owner Contact: \_\_\_\_\_

Name of Lessee (if applicable): \_\_\_\_\_

Address of Lessee: \_\_\_\_\_

Telephone No. of Primary Lessee Contact: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use (if different than current use): \_\_\_\_\_

Description of planned construction: \_\_\_\_\_

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**Application must be accompanied by a plot plan which includes:**

- \_\_\_ Property owner name and names and addresses of abutting property owners
- \_\_\_ Lot or tract boundaries showing accurate bearings and distances, including project location map
- \_\_\_ Location of existing and proposed buildings, structures and uses, including accessory buildings or uses, heights and dimensions of such and distances between same
- \_\_\_ Existing and proposed uses of land, buildings and structures
- \_\_\_ Existing and proposed abutting street rights-of-way, cartways and curbs adjacent to site
- \_\_\_ Location and dimension of existing and proposed buildings and setback lines, front side and rear yards
- \_\_\_ Existing and proposed driveways, access drives, sidewalks, parking lots, parking spaces, access aisles, loading and unloading areas
- \_\_\_ Location, dimension, height and type of existing and proposed signs
- \_\_\_ Existing and proposed utilities, including water lines, sewer lines, storm sewers, natural gas lines, electric lines, telephone lines, and related easements
- \_\_\_ Architectural drawings illustrating exterior designs of existing and proposed buildings and structures
- \_\_\_ Location and dimension of existing and proposed common open space and active play area, if any
- \_\_\_ Landscaping Plans, when required by zoning code section 1185.11

- \_\_\_ Traffic Circulation Plans, when required by zoning code section 1185.14(h)
- \_\_\_ Time schedule for completion of each phase or stage of project

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**Application must be accompanied by the following fee in the form of CHECK OR MONEY ORDER ONLY:**

- \_\_\_ New construction, remodeling or additions – existing residential buildings with three (3) or fewer dwelling, boarding or rooming units under the same roof; including fences, walls, driveways and accessory buildings or uses:
  - \_\_\_ \$10.00 when a certificate of zoning approval is applied for prior to the commencement of remodeling or construction;
  - \_\_\_ \$20.00 when a certificate of zoning approval is applied for after the commencement of remodeling or construction.
  
- \_\_\_ New construction, remodeling or additions – existing residential buildings with four (4) or more dwelling, boarding or rooming units under the same roof, commercial and other uses; including fences, walls, signs, parking lots, driveways and accessory buildings or uses:
  - \_\_\_ \$20.00 when a certificate of zoning approval is applied for prior to the commencement of remodeling or construction;
  - \_\_\_ \$40.00 when a certificate of zoning approval is applied for after the commencement of remodeling or construction.
  
- \_\_\_ Existing buildings or uses – Fee of ten dollars (\$10.00) for issuance of certificate of zoning approval when requested by property owner.

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**All applicants please note: All plot plans will be field verified before approval. If the Zoning Administrator can not determine the accurate location of property lines when field checked, a property survey and the placement of markers by a surveyor will be required. Applicant understands that in the event a Certificate of Zoning Approval is issued, it shall become void if construction is not completed within one (1) year of the date of approval and a new Application for Zoning Approval shall be required.**

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I/we certify that the above/accompanying information is true and correct under penalty of law.

Signature of Property Owner/Lessee/Agent for Owner or Lessee (Applicant):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**For office use only:**

Zoning Approved by \_\_\_\_\_

Zoning Not Approved (list reasons) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Drawings Needed for building permit? Describe

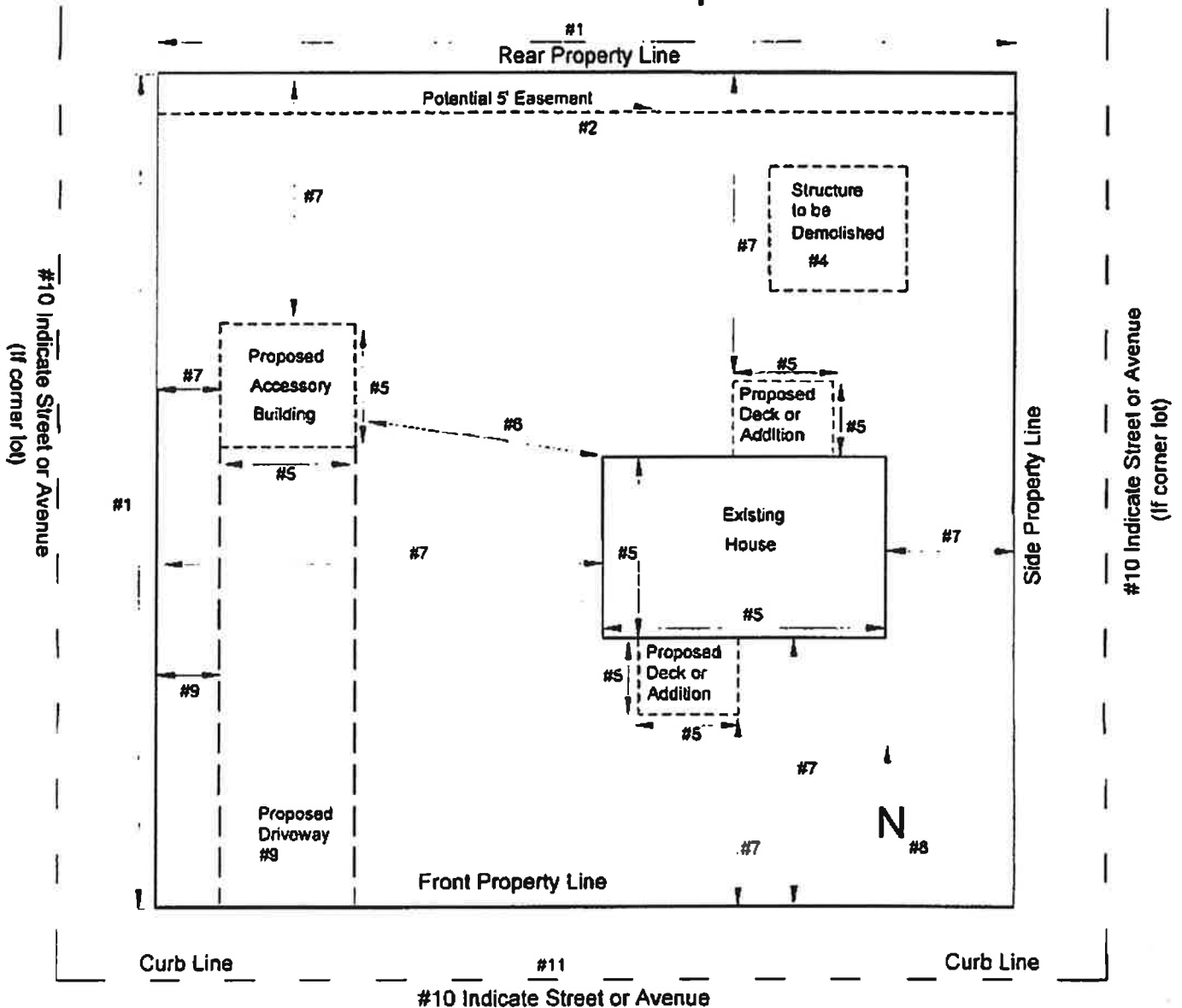
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\_\_\_\_\_

OK to issue permit

Comments (if any) \_\_\_\_\_

# Plot Plan Sample



**NOTE: All of these items must be shown on submitted plot plan:**

1. Draw lot, show lot measurements and show all existing and proposed structures.
2. Show all easements located on this lot.
3. Label all existing and proposed structures.
4. Show any buildings to be removed or demolished.
5. Show dimensions of all structures.
6. Show distances between all structures.
7. Show distances between all structures and property line.
8. Indicated the direction of North on plot plan.
9. Show existing driveway and any changes to proposed driveway. Show distances to property lines.
10. Label frontage street and adjacent street if a corner lot.
11. Note: The curb line is NOT the property line.