



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

Accessory Building Permit Process

Residential & Non-Residential

When placing an accessory building in the City limits of Ontario you must first file a Zoning Permit with the City of Ontario Zoning Inspector. The following information must be provided when filing.

Residential

1. Zoning Permit must be filled out completely.
2. The fees for the Zoning Permit are as follows for residential. (R1, R2 and R3)
 - a. Under 200 square feet \$20.00.
 - b. over 200 square feet \$30.00.
 - c. Variance fee if required (\$150.00)
3. Site Plan. A Site Plan indicating all of the property lines and all existing structures on the property. Measurements from existing primary structure to closest side of new accessory building. Measurements from all four property lines to closest side of new accessory building. The front measurement has to be from the right-of-way not the edge of the road. This can be in the form of a sketch, graph paper or a Google Earth Image.
 - a. Residential; once reviewed, if all codes are met most of the time a Zoning Permit can be issued the same day in the Zoning Office.
4. Please contact the Richland County Building Department at (419)-774-5517 for any other permits that may be required.

Strong past, bright future



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Non-Residential

1. Zoning Permit must be filled out completely
2. The fees for the Zoning Permit are as follows for zoning districts above residential ("OS" Office Service, "B" Business, "I" Industrial, "IP" Industrial Park, "GI" General Industrial)
 - a. Any size accessory building \$125.00
 - b. Variance fee if required (\$150.00)
3. Site Plan (this can be in the form of a sketch on graph paper, or from a Google Earth image) must be received by the middle of the month for review. (There will not be a preliminary review fee) Once the Preliminary Site Plan has been reviewed and all changes have been made and approved there will be a Final Site Plan review (fee \$100.00), Site Plan Review paperwork, Zoning Permit and fee (\$125.00) that will be due when all finals are received. Once the Final Site Plan has been reviewed (cut off the 25th of the current month. Please turn in before this date so if there are any changes that need to be made, we can still have all your final paperwork in by the cutoff date.) and approved, you will then be scheduled on the most current agenda for Planning Commission. Planning Commission will be the 2nd Wednesday (7:00pm) of the following month at the Municipal Building in the Community Room located at 555 Stumbo Road, Ontario, Ohio 44906. You are expected to be present to answer any questions from Planning Commission.
4. Any and all accessory buildings must have a Zoning Permit even if they are not a "permanent structure" or on "skids". If the structure is less than 199 square feet there is no Building Permit required. (You will still need a Zoning Permit.) If the structure is over 200 square feet a Building Permit (and Zoning Permit) will be required by the Richland County Building Department even if the accessory building comes preassembled and is hauled in and dropped off of the back of a truck. Please call the Richland County Building department with any questions at 419-774-5517.

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5. Please contact the Richland County Building Department at (419)-774-5517 for any other permits that may be required.

- Total time will average from a month to two months. (for any zoning district above residential) The reason for this is depending on when all paperwork, final copies and fees are received and approved by the Zoning Inspector, City Engineer and the Fire Inspector. Most of the time we can have everything approved in one month if the process starts at the beginning of the given month.

Please call the City of Ontario Zoning Department at 419-529-2530 or e-mail dherrold@ontarioohio.org if you have any questions or would like to set up an appointment to review the Site Plan and Zoning Permit.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Herrold", with a long, sweeping horizontal line extending to the right.

Dan Herrold, City of Ontario Zoning Inspector

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1145.01 ACCESSORY BUILDINGS, PORCHES, PATIOS AND USES.

Accessory buildings shall be subject to the following regulations:

(a) Where the accessory building is structurally attached to the main building, it shall be subject to, and must conform to, all regulations of this Ordinance applicable to the main building.

(b) Accessory buildings shall not be erected in any required yard but the rear yard.

(c) (1) No detached accessory building, porches or patios shall be located closer than five feet (5') to any side or rear lot line. In no case shall an accessory building be located within a dedicated easement or right-of-way.

(2) Where an accessory building is located on a corner lot, said building shall not project beyond the minimum front yard setback line on either street.

(d) (1) No detached accessory building in a Residential District shall exceed one (1) story or fourteen feet (14') in height.

(2) Accessory buildings in all other districts may be constructed to equal the permitted maximum height of structures in said districts, subject to approval by the City Planning Commission.

(e) When an accessory building in any Office, Business or Industrial District is intended for other than the storage of private motor vehicles, the accessory use shall be subject to the approval of the City Planning Commission.

(f) Satellite dish antennas up to twelve feet (12') in diameter, when mounted on the ground are subject to the following requirements:

(1) All installations must comply with all minimum yard setback requirements established for the district in which the installation is to be located.

(2) All installations shall include a greenbelt according to the requirements set forth in Section [1145.12](#), "Greenbelts." The greenbelt shall be located along the antenna's non-reception window axes and low-level landscaping along the reception window axes of the antenna's base. Such greenbelt shall completely enclose the antenna.

(3) Roof mounted satellite dish antennas up to twelve feet (12') in diameter shall not be located at a height that exceeds the maximum height restriction established for permitted uses within the zoning district where the installation is to be located.

(Ord. 01-50. Passed 12-6-01.)

NO. _____

FEE _____

VALUATION _____

DATE _____

**CITY OF ONTARIO, OHIO
APPLICATION FOR ZONING PERMIT**

1. APPLICANT'S NAME _____
ADDRESS _____
Ph. _____

2. OWNER'S NAME _____
ADDRESS _____

3. LOCATION OF PROPERTY _____ LOT _____

4. ZONING DISTRICT _____

5. APPLICANT HEREBY APPLIES FOR A ZONING PERMIT FOR THE FOLLOWING USE:

_____ ONE-FAMILY DWELLING UNIT	_____ TWO-FAMILY DWELLING UNIT
_____ MULTI-FAMILY DWELLING UNIT	NO. OF UNITS _____
_____ ACCESSORY BUILDING (DESCRIBE)	_____
_____ OTHER RESIDENTIAL USE	_____ BUSINESS
_____ OFFICE USE	_____ WAREHOUSE
_____ INDUSTRIAL USE	_____ OTHER USE
DESCRIBE _____	_____

PARCEL DESCRIPTION

FRONTAGE _____ DEPTH _____ AREA _____

BUILDING DESCRIPTION

WIDTH _____ DEPTH _____ No. of Stories _____

SETBACKS

SIDE _____ SIDE _____ FRONT _____ REAR _____

SEWER SYSTEM

PUBLIC OR EPA APPROVED _____ PRIVATE _____

APPLICANT'S SIGNATURE

PLANNING COMMISSION APPROVAL (DATE) _____

BASED UPON THE INFORMATION CONTAINED IN THIS APPLICATION AND THE ACCOMPANYING SITE PLAN, A ZONING CERTIFICATE IS APPROVED / DENIED.

REASON FOR DENIAL _____

DATE _____

ZONING INSPECTOR

APPLICANT ACKNOWLEDGES THAT CONSTRUCTION OR USE OF THIS LAND IS AUTHORIZED ONLY IN ACCORDANCE WITH THE REPRESENTATIONS ON THIS APPLICATION AND ACCOMPANYING SITE PLAN AND MUST CONFORM WITH ALL PROVISIONS OF THE ONTARIO ZONING ORDINANCE.

SEPARATE PERMITS MAY BE NEEDED FROM THE RICHLAND COUNTY CODES AND PERMITS DEPARTMENT, RICHLAND COUNTY HEALTH DEPARTMENT AND THE CITY OF ONTARIO WATER DEPARTMENT.

BEFORE THE PLANNING COMMISSION OF THE CITY OF ONTARIO, OHIO
REQUEST FOR VARIANCE

NAME

NO. _____
FEE: _____
DATE _____

ADDRESS

CITY AND STATE

THE UNDERSIGNED REQUEST A VARIANCE FOR PROPERTY LOCATED AT

_____ AND
ZONED _____ DISTRICT FOR THE FOLLOWING PURPOSE:

THE SECTION OF THE ZONING ORDINANCE TO BE VARIED IS _____

THE UNDUE HARDSHIP OR PRACTICAL DIFFICULTIES WHICH JUSTIFY THIS VARIANCE ARE
AS FOLLOWS:

APPLICANT