



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

New Business Zoning, Site Plan, Land Use, Development, and Sign Approvals Process.

A Note from the Mayor of Ontario:

"Welcome to Ontario! We are so glad you have decided to locate your business here. We look forward to working with you through all of the approvals process to help you get up and running as quickly as possible.

This packet was designed to help you know the different steps that must be taken within the City of Ontario. We also recommend you contact the Richland County Building Department (419-774-5517) to get more information on their requirements. Feel free to give me a call at 419-529-6333 if you have any questions about this process. Again, welcome to Ontario, It's great to have you here!"



Randy Hutchinson, Mayor of Ontario

1. Start communication process with acting authority.
Zoning issues: Dan Herrold, Zoning Inspector 419-529-2530
e-mail dherrold@ontarioohio.org
Technical issues: Jeff Wilson, Service-Safety Director 419-529-2495
e-mail jwilson@ontarioohio.org
2. Begin Preliminary Site plan. Submit no later than the middle of the month.
Submit Preliminary Site Plan form, fee (\$50.00) and Preliminary Site Plan
3. Zoning Inspector and City Engineer will review Preliminary Site Plan and respond with any changes that need to be made for the Final Site Plan. We will also let you know if there are any variances (fee \$150.00) that would be required.
4. Once you receive all feedback from the Zoning Inspector and City Engineer, you may begin working on Final Site Plan.

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5. Final Site Plan, review fee (\$100.00) and Final Site Plan form, Zoning Permit and fee (\$125.00), Storm Water Bond and Permit (fee \$150.00) and Road Impact Fee (fees listed on separate piece of paper) must all be submitted no later than the 25th of the current month. We recommend trying not waiting until the last minute to turn in the Final Site Plan. Once the Zoning Inspector and City Engineer review the Final Site Plan and approve the changes that need to be made, you will be written in on the agenda for the following month's Planning Commission meeting. Planning Commission is held the second Wednesday of every month at 555 Stumbo Road in the Community Room at 6:00pm.
6. After approval from the City Planning Commission, the Zoning Inspector can then issue a Zoning Permit after all fees are paid. If new construction, you will also need to pay for water and sewer tap fees, (contact Marc Henke 419-529-3846 and Paul Gleisinger 419-529-6341) a driveway permit (fee \$35.00) (permanent driveway must be installed prior to opening) and road impact fees. (contact Service-Safety Director)
7. Once the Zoning Permit has been issued it will be faxed to the Richland County Building Department located at 1495 West Longview Avenue, Suite 202A where you can apply for all your building, plumbing, electrical, etc. permits.

Total time for this process varies. If the process is followed and everything is turned in when it needs to be, we can usually have everything ready to go in a month. This includes the Planning Commission meeting as well. If your preliminary plan is not turned in until later in the month, in order to have time to review and have the required changes made for the Final Site Plan, most of the time it will not be able to be included on the Planning Commission agenda until the month after the current meeting. The sooner the Preliminary Site Plan is turned in for review the sooner we can get back with you to make the necessary changes for the Final Site Plan. The earlier the Final Site Plan is received with all the corrections and paperwork required, the more likely you are able to make it on the current Planning Commission Agenda.

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8. Begin Sign Permit application process. If sign meets all City Codes and Ordinances a Sign Permit can be issued by the Zoning Inspector and City Engineer within a week or so. (fee \$40.00) If sign does not meet all City Codes and Ordinances a variance (fee \$35.00) will have to be filled out and go in front of Planning Commission for their approval. Once approved by the City Planning Commission, a Sign Permit can then be issued by the Zoning Inspector. A copy of the permit will be faxed to the Richland County Building Department where you can apply for all building and electrical permits.

Please be aware that your general contractor and all sub-contractors must be licensed contractors in Ontario. In addition, a contractor installing sewer taps must have a sewer tap installation license and a sign installer must have a sign installer license.

Fee schedule, City Of Ontario: Site Plan approval

- Zoning Permit: \$125.00
- Plan Review: Preliminary Site Plan \$50.00
Final Site Plan \$100.00
Plan Re-Submission \$150.00
- Variance: \$150.00 each (We strongly recommend that there are no more than two)
- Storm Water Permit: \$150.00
- Road Impact fees vary.

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Fee schedule, City of Ontario: Sign Plan approval

There are no preliminary review fees.

- Sign Permit: \$40.00
- Sign Variance: \$35.00 (Subject to final approval by Planning Commission.)
- Sign Erector's License \$80.00 per year or \$10.00 per month

Sign Display Area Fees:

- Signs of four square feet or less \$20.00
- Signs more than four square feet but less than twelve square feet in total area \$40.00
- Signs over twelve square feet plus \$2.50 per square foot over 12 total square feet; (\$40.00 plus \$2.50 per square foot)
- Maximum area fee for any sign not to exceed \$500.00

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All other Ontario City Codes and Ordinance information is available on our City website. The web address is www.ontarioohio.org Welcome to Ontario!

Please feel free to contact us with any questions you may have.

Ontario Zoning Inspector
Dan Herrold
Office phone 419-529-2530
e-mail dherrold@ontarioohio.org

Service-Safety Director
Jeff Wilson
Office phone 419-529-2495
e-mail jwilson@ontarioohio.org

Ontario Water Department / Marc Henke
Office phone 419-529-3846
e-mail mhenke@ontarioohio.org

Ontario Sewer Department/Paul Gleisinger
Office phone 419-529-6341
e-mail pgleisinger@ontarioohio.org

Ontario Municipal Building main phone number 419-529-3818

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New Business Packet

**CHAPTER 1141
Schedule of Standard District Regulations**

1141.01 Schedule limiting lot area, density, height and area by Zoning District.

1141.01 SCHEDULE LIMITING LOT AREA, DENSITY, HEIGHT AND AREA BY ZONING DISTRICT.

Zoning District Designations	Maximum Net Density	Minimum Lot:		Maximum Height Of Building:		Minimum Yard Setback:			Minimum Floor Area (Sq. Ft.)	Building Coverage Per Lot
		Area (sq.ft.)(a)	Width (ft.)(a)	In Feet	In Stories	Front Yard	Each Side Yard	Rear Yard		
R-1 Low Density	2.6	14,450	85	35	2	35	8.5	40	(b)	25%
R-2 Medium Density										
One Family	3.0	11,600	80	35	2	35	8	40	(b)	25%
Two Family	4.6	15,000	100	35	2	35	10	40	(b)	25%
R-3 High Density										
One Family	3.0	11,600	80	35	2	35	8	40	(b)	25%
Two Family	9.6	15,000	100	35	2	35	10	40	(b)	25%
Multiple Family	(c)	(c)	(c)	35	2	35(d)	10(d)	40(d)	(c)	(c)
OS Office Service				35	2	30(e)	8(f)	20(g)		
B Business				50	3	30(e)	8(h)	20(g)		
IP Industrial Park				50(i)		50(j)	20(j)	50(j)(k)		
GI General Industrial				50(i)		50	20	50(j)		

* The net density was determined by multiplying the gross density by 15 percent in an R-1; and .21 percent in the R-2 District.

(Ord. 01-50. Passed 12-6-01; Ord. 03-41. Passed 7-24-03.)

1145.06 DEVELOPMENT.

Any development for which a zoning certificate or conditional zoning certificate has been issued shall be completed within a two (2) year period from the date the certificate was granted. Failure to complete the development within the specified period of time noted above shall constitute a violation of this Ordinance as set forth in Chapter 1159. (Ord. 01-50. Passed 12-6-01.)

1145.07 DRIVEWAYS.

No person shall contract or permit to be constructed on property owned, leased or controlled by him/her any new driveway or other new point of ingress or egress to a public street within the City of Ontario that does not comply with the following requirements:

(a) Driveway Standards.

(1) In the R Residential Zoning District, only one (1) driveway opening shall be permitted per lot, except that lots improved with a two-family dwelling containing non-contiguous garages may have two driveways. Additional driveway openings may be permitted if they are no closer than seventy-five feet (75') from the property line and are located at least one hundred fifty feet (150') from other existing driveways. Each driveway shall not exceed twenty-four feet (24') in width measured at the right-of-way line. No curb cut shall exceed twenty-eight feet (28').

A. The maximum grade on driveways shall not exceed twelve percent (12%). A residential drive shall have a minimum width of sixteen feet at the curb and ten feet at the back of sidewalk. The drive section between the curb and sidewalk shall be a minimum of: six inch Portland Cement concrete, ODOT item 452 or approved equal; or six inch stabilized crushed aggregate, ODOT item 304 or approved equal plus two and one-half inches asphalt concrete surface, ODOT item 448 or approved equal.

(2) In areas zoned for office, business or industrial use one (1) driveway opening shall be permitted per lot. Additional driveway openings may be permitted if they are no closer than seventy-five feet (75') from the property line and are located at least one hundred and fifty feet (150') from other existing driveways. Each driveway shall be no less than twenty-four feet (24') or more than thirty-six feet (36') wide measured at the right-of-way line, unless directed by the City Engineer. Radii or tapers shall not be less than fifteen feet (15').

(3) All driveways shall be located in accordance with the generally accepted traffic engineering standards set forth by the Ohio Department of Transportation.

(4) All driveways shall be designed to complement and not interfere with the drainage along any public street or highway.

A. Driveways on streets with no curb and gutter:

1. Driveways shall match the edge of pavement elevation and must slope away from the edge of pavement at least four feet (4') at a minimum rate of 3/16" per foot.

2. The driveway shall provide culverts. The minimum diameter of the culvert shall be twelve inches (12").

B. Driveways on streets with curb and gutter:

1. Driveways may drain to the street.

2. The driveway, at the edge of pavement, shall be a minimum of one inch (1") and a maximum of two inches (2") above the edge of pavement elevation.

(5) No curb shall be changed or removed in conjunction with the construction of a driveway or point of access to a public street, and no driveway, or point of access to a public street or

public street right-of-way, shall be installed or modified without first having a permit from the City Service/Safety Director. This section shall not apply when the work is done by the City of Ontario, or under a contract administered by the City, or when the curb cut or new access is made with respect to property for which a site plan has been approved by the Planning Commission.

(6) **Temporary Driveways.** The placement and opening of temporary driveways onto a public street shall be reviewed and approved by the City Engineer as part of the approval of the site plan.

(b) Maintenance and Repair.

(1) Responsibility. The City shall not be charged with the new installation of any driveway for the benefit of private property, nor shall the City be charged with the care, control, maintenance or repair of any private driveway even though this driveway may be in whole or in part on the public street right-of-way.

(2) Permissive improvement. The City may, through the Street Department or by contract, improve a portion of a private driveway within the street right of way and/or easement as part of repair or improvement work in the street right of way.

(3) Repair and replacement standards. The repair or replacement of a driveway within the street right-of-way shall be subject to the requirements of this chapter.

(4) Inspection of work. All work within the street right of way shall be subject to inspection by the City during its performance and upon its completion.

(c) Application Procedures.

(1) An application shall be filed with the City Service-Safety Director for a driveway opening. The application shall contain the following information:

- A. Name, address and phone number of the owner, applicant and contractor.
- B. Location of the work area.
- C. Attached plans showing details of the proposed alterations.
- D. Such other information as the City Service-Safety Director shall find reasonably necessary to make a determination of whether a permit should be granted hereunder.

(2) The City Service-Safety Director shall issue a driveway opening permit when it is determined that:

A. The plans for the proposed construction of a driveway opening have been approved by the City Engineer. The City Service-Safety Director shall forward the proposed driveway construction plans to the City Engineer within a reasonable time after receipt thereof;

B. The work shall be completed according to the standard specifications of the City for public work of like character;

C. The construction will not unreasonably interfere with vehicular or pedestrian traffic, the demand or necessity for parking spaces, and the means of ingress or egress to and from the lot affected and adjacent lots;

D. The health, safety and welfare of the public will not be unreasonably impaired; and,

E. The construction plans show that the existing surface water drainage shall be maintained or improved upon.

(d) Inspection of Work. Upon receipt of a permit from the City Service-Safety Director, the applicant shall proceed with the work including the installation of the forms but shall not pour or pave the driveway until the City Engineer shall have been given advanced notification to inspect the driveway forms. Failure by the applicant to provide advanced notification on the pouring or

PERMIT NO. _____
DATE _____
FEE \$35.00

**CITY OF ONTARIO, OHIO
DRIVEWAY PERMIT**

Application Date _____ Approval Date _____

APPLICANT

Name _____
Street _____ City _____ State _____ Zip _____
Phone Number _____

CONTRACTOR

Name _____
Street _____ City _____ State _____ Zip _____
Phone Number _____

OWNER

Name _____
Street _____ City _____ State _____ Zip _____
Phone Number _____

LOCATION OF DRIVE

Street Name and Number _____
Zoning District _____ Lot No. _____
Subdivision _____

WIDTH REQUIREMENTS

1. Residential Uses: Maximum of 24 feet measured at the Right-of-Way line; 28 feet maximum curb cut
2. Commercial & Industrial Uses: No less than 20 feet or more than 36 feet measured at the Right-of-way line unless directed by City Engineer; Radii or tapers shall be no less than 15 feet.

MINIMUM CRITERA

- * If the street has curb and gutter, the driveway must be at least 1" and not more than 2" above the elevation of the edge of the pavement and may drain towards the pavement, towards the street.
- * If the street has no curb and gutter, the driveway must meet the grade of the edge of the pavement and slope away at a rate of not less than 3/16" per foot for a minimum of 4'.
- * There is adequate sight distance from and to the driveway in all directions, 500' is adequate for all types of streets, 200' required for minor, 250' required for collector, 300' required for secondary.

We, the undersigned, do hereby understand that should the driveway constructed not comply with the stated standards and attached drawings of this permit, it may be removed by the City of Ontario at the applicants expense.

APPLICANT DATE

We, the undersigned, have reviewed the proposed driveway application and find it to be in general conformance with the City of Ontario driveway regulations.

CITY ENGINEER DATE CITY SERVICE-SAFETY DIRECTOR DATE

**** Note: Give Engineer 48 hours notice before construction of driveway; phone 419-529-6402**

paving of a driveway shall be declared as a violation of this Ordinance. All work shall also be subject to inspection upon completion.

(e) Expiration of Driveway Opening Permit. A driveway opening permit shall expire for work not started within thirty (30) days or completed within sixty (60) days after the date of issuance thereof, and a new driveway opening permit shall be required before commencing construction or completing the work.

(f) Violation. Whoever fails to obtain a driveway opening permit as required under this Section or otherwise violates any provision of this Section is guilty of a misdemeanor of the fourth degree. A separate offense shall be deemed committed each day on which a violation occurs or continues.

(Ord. 08-37. Passed 10-2-08.)

1145.09 EXTERIOR LIGHTING.

General Purpose. This regulation of exterior lighting applies to both permanently installed exterior light fixtures and temporary installation of lighting for whatever purpose and is necessary to prevent misdirected or excessive artificial light, caused by inappropriate or misarranged light fixtures that produce direct glare or light trespass, and is necessary to improve or maintain nighttime public safety, utility and security.

(a) All lighting fixtures for parking areas or the external illumination of buildings or ground shall:

(1) Be directed away from and shielded from adjacent residential properties or residential zoning districts.

(2) Be arranged so as not to adversely affect driver visibility on adjacent streets.

(3) Wall-mounted lights shall be fully shielded luminaries such as shoebox or can style fixtures.

(b) All lighting fixtures designed or placed so as illuminate any portion of a lot shall meet the following requirements:

(1) The light source shall be completely concealed within an opaque housing and shall not be visible from any street.

(2) Only incandescent, fluorescent, metal halide, or color corrected high- pressure sodium or approved equal may be used. The same type must be used for the same or similar types of lighting on any one site or planned unit development.

(3) Fixtures must be directed downward. Up-lighting is prohibited, except for accent lighting for buildings, signs and flag poles.

(4) When a commercial, industrial or institutional use abuts a residential use or district, all parking lot light fixtures not necessary for security or emergency purposes shall be equipped with automatic timers or turned off during nonoperating hours.

(5) For the purposes of this subsection, lighting “necessary for security or emergency purposes” shall be construed to mean the minimum amount of exterior lighting necessary to illuminate possible points of entry or exit into a structure, to illuminate exterior walkways, or to illuminate outdoor storage areas.

(c) A lighting plan is required for all uses that are required to file a development plan. The lighting plan shall demonstrate compliance with the standards of this section and shall include the following:

(1) Show the location of all exterior light fixtures.

(2) Specifications and drawings or photographs for all exterior light fixture types, poles and appurtenant construction.

(3) Lamp wattage for all luminaries.

(4) Cut sheets for all proposed exterior light fixtures and poles.

(d) Automobile-oriented uses such as gasoline stations, automotive service stations and drive-through facilities located within 500 feet of a residential use or district, shall install recessed ceiling fixtures in any canopy. The maximum light intensity allowed measured at 3.5 feet above grade under the canopy shall be 35 foot-candles.

(e) Maximum Height Requirements.

(1) The total height of exterior light fixtures shall not exceed the following maximum heights measured from the natural grade.

<u>District</u>	<u>Maximum Height</u>
All Residential Districts	25 feet
Office and Business District	28 feet
Industrial Districts	30 feet

(2) All outdoor recreational/sports facilities must be approved by the City Planning Commission.

(f) Light Pollution Standards. Artificially produced light that strays beyond property lines shall be considered a public nuisance when intensity levels exceed the maximum illumination levels at or beyond five (5) feet into the adjoining property as listed in chart below.

Receiving Area Use	Maximum Horizontal (foot-candles) at Grade Beyond Property Line	Maximum Vertical (foot-candles) at the Structure Height
Residential	0.2	0.8
Office and Business	0.5	2.0
Industrial	0.5	2.0

NOTE: When two differing area uses abut, the lower light level value shall take precedence along the common property line.

(Ord. 09-31. Passed 5-21-09.)

(g) Where a fence exists that meets current Code (1145.11) within the City, that the foot candle reading be taken from fence height both horizontal and vertical measurements starting at five feet (5') from property line into adjoining property.

(Ord. 15-22. Passed 7-2-15.)

1145.12 GREENBELTS.

(a) Purpose.

(1) The purpose of this section is to establish minimum standards for the provision, installation and maintenance of landscape plantings in greenbelts to protect the character and stability of residential, office, business and industrial areas; safeguard property values, protect public and private investments; and, enhance the community's environmental and visual character.

(2) The following standards shall be considered the minimum requirements for the installation of all plant materials in greenbelts and perimeter landscape strips:

(b) General. Trees shall not be placed where they interfere with site drainage, obstruct vision of oncoming vehicles or where they shall require frequent pruning to control interference with overhead power lines. Trees planted under power lines shall not exceed a mature height of twenty feet (20').

(c) Standards for Evergreen Trees.

(1) Tree Standards.

A. At the time of planting, trees shall be no less than five feet (5') in height.

B. Evergreens are to be of upright growth with good density to screen from view abutting office, business and industrial lots or land uses. Plants shall have a density with branches close to the ground level.

C. Evergreens shall match the site conditions in terms of light exposure, winds and soil conditions and low maintenance.

D. Acceptable evergreens for greenbelt plantings:

- . arbovitae . firs
- . selected pines . junipers (upright types)
- . spruces . yews (upright types)

E. White pine is unacceptable because of wide spacing between branches and decline in tree health over the years.

F. Evergreens may be pruned to form hedge barriers with a controlled height of six feet (6').

(2) Tree Species Mix. When more than ten (10) trees are to be planted to meet the requirements of this ordinance, a mix of species shall be provided. The number of species to be planted shall vary according to the total number of trees required to be planted. The minimum number of species to be planted are indicated below:

<u>Required Number of Trees</u>	<u>Minimum Number of Species</u>
11-20	2
21-30	3
31-40	4
41+	5

Exceptions and substitutions from the provisions in this subsection (c) may be approved by the Planning Commission in order to promote the use of slow growing or native plant materials if they qualify as an acceptable greenbelt.

(3) Maintenance. Arrangements shall be made for maintenance of plantings to keep them in a healthy and attractive condition, including mulching, watering and weed control. Plants shall comply with the following requirements:

- A. Growth habit to be non-evasive.
- B. Low maintenance selections adapted to the site.
- C. All unhealthy or dead plant material shall be replaced during the next planting season.

(4) Earth Mounding. Earth mounds may be used in perimeter landscape strips with trees planted on the top of the mound in a single or staggered double row. Earth mounds shall not exceed four feet (4') in height, or be any less than eighteen feet (18') or more than thirty feet (30') in width. For ease of maintenance and erosion control, earth mounds should be designed for a 1:3 ratio, no more than one foot (1') of rise for each three feet (3') of width. (Ord. 01-50. Passed 12-6-01.)

(d) Landscaping Off-Street Parking Areas. (EDITOR'S NOTE: Former subsection (d) hereof was repealed by Ordinance 15-22.)

(e) Greenbelts between Residential and Office, Business or Industrial Lots or Uses. Whenever an office, business or industrial lot abuts onto a residential lot or use, one of the following options shall be used to adequately screen the residential area from other abutting areas:

(1) An obscuring greenbelt fifteen feet (15') wide shall be created exclusive of that required for sidewalks or utility easements. The greenbelt area shall be planted with evergreen trees no less than five feet (5') tall at time of planting and shall be no less than six feet (6') in height at maturity. The greenbelt shall further comply with the tree standards in subsection (c)(1) hereof. (Ord. 04-02. Passed 1-22-04.)

(2) An alternative option is a six-foot (6') tall opaque, unpainted fence constructed of decay-resistant lumber secured by aluminum or galvanized nails or screws to prevent rust stains. The fence shall be erected on a grassy belt at least ten feet (10') wide with both sides of the fence providing an attractive natural appearance compatible with the surrounding residential area. Weed control and fence maintenance shall be the sole responsibility of the office, business or industrial owner.

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

(3) Specific final plans for either option (1) or (2) above shall be presented to the Zoning Inspector for his approval prior to installation.

(Ord. 04-02. Passed 1-22-04.)

(f) Greenbelts between Residential Lots and U.S. 30 Right of Way.

(1) A greenbelt or common open space area maintained by a homeowner's association shall be required wherever residential lots or residential uses abut the U.S. 30 right-of-way.

(2) The required greenbelt shall be fifty feet (50') wide, planted with a combination of evergreen trees, shade trees and shrubs.

(3) A greenbelt will not be required in those instances where existing tree stands are to be preserved on parcels of land abutting the U.S. 30 right-of-way. However, the owner shall be required to submit to the Planning Commission a narrative explaining the management practices that will be conducted by the owner to ensure the effective maintenance and preservation of the plant community.

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

1145.18 OFF-STREET PARKING REQUIREMENTS.

Permanent off-street parking shall be provided at a minimum in the amount specified below and in compliance with the layout, construction and maintenance standards of Section 1145.19, "Off-Street Parking Space Layout, Construction and Maintenance Standards."

(a) No zoning certificate or conditional zoning permit shall be issued for any residential, office, business or industrial use that does not comply with the off-street parking and maneuvering lane requirements of this Ordinance.

(b) General Requirements.

(1) Any area once designated as required off-street parking shall never be changed to any other use unless and until an equal number of spaces are provided elsewhere.

(2) Off-street parking facilities existing at the effective date of this Ordinance, in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.

(3) Two or more buildings or uses may collectively provide the required off-street parking in which case the required number of parking spaces shall not be less than the sum of the requirements for the several individual uses computed separately.

(4) Off-street parking for other than one family residential uses shall be located on the same lot or within three hundred (300') of the building it is intended to serve, measured from the nearest point of the building to the nearest point of the off-street parking lot. The applicant shall provide a site plan showing the ownership of all lots or parcels intended for use as parking.

(5) The storage of merchandise, motor vehicles for sale, trucks or the repair of motor vehicles is prohibited in off-street parking lots.

(6) Whenever the off-street parking space requirements are not mentioned for a specific use, the City Planning Commission is authorized to designate the appropriate number of parking spaces and shall make the compliance with its order a condition of the site plan approval. In reaching its decision, the City Planning Commission shall consider the following:

A. The maximum number of employees, customers and other persons who will be on the premises at any one time.

B. The number of spaces required below, for uses comparable in nature to the proposed use.

(7) Off-street parking spaces shall be provided for the physically handicapped in accordance with the rules and regulations established by the State of Ohio for making buildings and facilities accessible to and useable by physically handicapped people.

(8) Off street Parking facilities serving buildings required to be accessible to the physically handicapped shall have designated parking spaces conveniently located in accordance with the following schedule:

<u>Total Number of Spaces On the lot or in the Building</u>	<u>Required Number of Accessible Spaces</u>
Up to 100	r 25 parking spaces
101 to 200	4 spaces plus one (1) space per 50 parking spaces over 100.

(9) Access to off-street parking facilities shall be so designed so as not to obstruct the free flow of traffic. All multiple family, business, industrial, public and institutional uses shall make

adequate provision for ingress and egress to all parking spaces to insure ease of mobility, ample clearance, and safety of vehicles and pedestrians.

(c) Residential Off-Street Parking Requirements.

(1) Residential off-street parking spaces shall consist of a parking strip, parking bay, driveway, garage, or combination thereof and shall be located on the premises they are to serve.

(2) Parking required in connection with any multiple family dwelling unit shall be provided in garages enclosed on all four (4) sides. Garages shall only be permitted in the side or rear yard of a multiple family building.

(d) Business Off-Street Parking Requirements.

(1) Parking lots in connection with business uses shall provide parking for all employees as well as long-term customer parking.

(2) Access to off-street parking lots shall be by means of common driveways. Such lots shall be interconnected with business parking lots on adjacent properties.

(3) Parking lot layout, landscaping, buffering and screening shall prevent direct views of parked vehicles, to avoid spill over light, glare, or noise onto abutting residential lots or residential uses. To achieve this objective, off street parking lots shall be setback a minimum distance of fifteen feet (15') from abutting residential lots or residential uses. The setback area shall include a year-around greenbelt at least fifteen feet (15') wide and six foot (6') high, planted according to the requirements set forth in Section 1145.12, "Greenbelts."

(4) Every effort should be made to encourage the consolidation and sharing of parking facilities to provide for the orderly arrangement of parking areas serving adjacent premises.

(e) Industrial Off Street Parking Requirements.

(1) Off street parking lots shall be setback at least ten feet (10') from any side or rear lot line, however a twenty five feet (25') setback shall be required along all those side or rear lot lines abutting onto a residential lot or residential use. A fifteen foot (15') setback shall be required along all right-of-way lines and easements.

(Ord. 15-22. Passed 7-2-15.)

(2) Parking lots in connection with industrial uses shall provide parking for all employees as well as long-term customer parking.

(f) Pedestrian Crosswalks. Pavement striping shall be required to distinguish pedestrian crosswalks between parking aisles and the front entryways to the building. Pedestrian crosswalks shall be provided at locations approved by the Planning Commission.

(g) Required Number of Off-Street Parking Spaces. The minimum number of off- street parking spaces by type of use shall be provided in accordance with the following schedule.

Permitted Uses	Minimum Number of Parking Spaces
(1) <u>Residential Uses</u>	
A. One-family and two family	Two (2) for each dwelling unit.
B. Multiple family	Two (2) for each dwelling unit plus one (1) for each full time employee.
(2) <u>Extended Care Units</u>	One (1) for each two (2) dwelling units, and one (1) for each employee.
(3) <u>Institutional Uses</u>	

A. Churches and temples	One (1) for each three (3) seats or six feet (6') of pews in the main worship room.
B. Hospitals/Wellness Centers	One (1) for each one (1) bed, and one (1) for each employee.
C. Nursing Homes	One (1) for each two (2) beds, and one for each employee.
D. Elementary and Middle School	One (1) for each one (1) teacher, employee or administrator and one (1) for every eight seats in the room with the largest seating capacity.
E. Senior High School	One (1) for each one (1) teacher, employee or administrator and one (1) for each ten (10) students, in addition to the requirements for an auditorium.
F. Private Clubs or Lodge Halls	One (1) for each three (3) persons allowed within the maximum occupancy load as established by the building and fire code.
G. Golf Clubs, excluding "par-3" golf Courses	(2) for each one (1) golf hole and one (1) for each one (1) employee.

H. Swimming pool and tennis clubs or other similar types of clubs.	(1) for each two (2) member families or individuals.
I. Stadiums, sports arena or similar places of assembly.	(1) for each three (3) seats or six feet (6') of benches.
J. Theaters and Auditoriums	(1) for each three (3) seats plus one (1) for each employee
(4) <u>Business Uses</u>	
A. Banks, savings and loan companies, credit unions.	(1) for each employee and one (1) for each one hundred (100) square feet of floor area open to the public.
B. Beauty Parlor and Barber shops	One (1) for each three (3) spaces for each of the first two (2) beauty or barber chairs, and one and one-half (1-1/2) spaces for each additional chair.
C. Bowling alleys	Four (4) for each one (1) bowling lane and one (1) for each employee.
D. Business and trade schools	One (1) for every two (2) students and one (1) for each employee.
E. Car wash	Adequate waiting space for a minimum of eight

	eight (8) cars shall be provided on the premises. In addition, one (1) space shall be provided for each employee.
F. Exhibition Halls, assembly halls	One (1) for each three (3) persons allowed without fixed seats.
G. Funeral Homes	One (1) for each fifty (50) square feet of useable floor space and one (1) for each employee.

H. or Par-3 golf course	Three (3) spaces for each one (1) hole and one (1) for each employee.
I. Motels	Five (5) spaces for every four (4) guest rooms and one (1) space for each employee.
J. Nursing homes and extended care facilities	(1) space for every four (4) patients or residents and one (1) space for every employee.
K. Office uses	One (1) space for each two hundred (200) square feet of floor area open to the public and one (1) space for each employee.
L. Planned shopping center	Three (3) spaces for each one thousand (1,000) square feet of floor area open to the public.
M. Restaurants, eating and drinking establishments, excluding drive-ins.	(1) space for each three (3) customers and one (1) space for each employee.
N. Retail stores, except as otherwise specified herein.	Three (3) spaces for each one thousand (1,000) square feet of floor space open to the public.
(5) <u>Industrial Uses</u>	
A. Warehouses	(1) space for each employee on the largest shift.
B. Manufacturing, research and assembly.	(1) space for each one (1) employee on the largest shift plus one for each thousand (1,000) square feet of gross floor area.

(Ord. 01-50. Passed 12-6-01; Ord. 02-31. Passed 6-20-02.)

1145.19 OFF-STREET PARKING SPACE LAYOUT, CONSTRUCTION AND MAINTENANCE STANDARDS.

Whenever the off-street parking requirements in Section [1145.18](#) require the building of an off-street parking lot, such off-street parking lot shall be laid out, constructed and maintained in accordance with the following standards and regulations:

(Ord. 03-15. Passed 3-6-03.)

(a) Layout. Plans for the layout of off-street parking facilities:

(1)

Parking Angle at Base Line (in degrees)	Driving Lane Width (in feet)	Parking Space Size	
		Length (in feet)	Width
45	24'	20'	8'4"
60	24'	20'	8'6"
90	24'	20'	9'0"

(Ord. 13-46. Passed 12-5-13.)

(2) All spaces shall be provided adequate access by means of a maneuvering lane. Backing directly onto a street shall be prohibited.

(3) Only one-way traffic shall be permitted in maneuvering lanes serving single row parking spaces placed at an angle other than ninety (90) degrees.

(4) Adequate ingress and egress to the parking lot by means of clearly defined drives shall be provided for all vehicles.

(5) Ingress and egress to a parking lot lying in areas zoned for multiple family, office service, business or industrial use shall not be across land zoned for detached one-family or two-family dwellings.

(b) Paving.

(1) The off-street parking lot, including parking spaces and maneuvering lanes, shall be surfaced with asphalt or concrete according to specifications approved by the City Engineer and shall be completed within eighteen (18) months after the Zoning Permit issuance under which the construction was begun.

(2) Off-street parking lots shall be constructed in such a manner so as to dispose of all surface water accumulated in the parking lot in such a way to preclude draining water onto adjacent properties and eliminating standing water.

(c) Lighting. The cone of light used to illuminate any off-street parking lot shall shine directly onto the parking lot only. (Ord. 03-15.)

1145.28 SITE PLAN REVIEW.

(a) A site plan shall be submitted to the City Planning Commission for:

(1) Any use or development for which submission of a site plan is required by any provision of this Ordinance.

(2) Any development, except one-family detached and two-family dwellings, for which off-street parking lots or loading and unloading areas are required as set forth in Sections [1145.18](#), [1145.19](#) and [1145.20](#).

(3) All public or quasi-public land uses permitted in R Residential Districts such as, but not limited to: churches, schools, and public utilities and facilities.

(b) The Zoning Inspector may refuse to accept any proposed site plan upon the determination that it is inaccurate, illegible, or not in compliance with the requirements of this section.

(c) Preliminary Development Plan Requirements.

(1) Pre-application conference. A pre-application conference is intended to provide the applicant an opportunity to submit a concept plan showing the basic scope, character and nature of a proposed project without incurring undue cost while allowing the City Staff input in the

formative stages of design. The conference is not mandatory; however the applicant is encouraged to present a concept plan for informal review by the City Staff. Neither the applicant nor the City Staff shall be bound by any aspect of a concept plan and no discussions, opinions, suggestions, nor recommendations of the City Staff shall be relied upon by the applicant to indicate subsequent approval or disapproval.

(2) All multifamily, commercial and industrial projects for which submission of a site plan is required by any provision of this Ordinance shall be required to submit a preliminary site plan for review by the Planning Commission with the following exceptions:

A. Projects which, in the absence of any variance, or conditional zoning requirement, involve only minor alterations or additions of less than 15% of the total site area to the exterior of any existing structure, facility or other development feature, i.e. parking, greenbelt, storm water, etc.

B. Sign variances requested involving existing facilities or other projects which have previously been approved by the Commission.

(3) Plan review application form. This application form shall contain general information about the name and location of the proposed development as well as the principals involved. The application and filing fees are due at the time of submittal.

(Ord. 10-08. Passed 3-18-10.)

(4) Content. Every preliminary site plan except "R-1" Low Density Residential shall be prepared by a qualified professional drawn at a minimum scale of one inch (1") equals twenty feet (20') and shall contain the following information: (Ord. 15-22. Passed 7-2-15.)

A. Title sheet and general notes.

B. Existing conditions plan:

1. Location map, scale and north arrow.

2. Property layout (survey markers).

3. Existing conditions: land use, buildings, zoning, contours and/or spot elevations, watercourses, wooded areas, wetlands.

4. Total site area.

C. Site dimension plan:

1. Layout and dimensions of all streets, sidewalks, buildings, parking areas and activity areas including existing driveways and cross streets located within 500 feet of the site.

2. Dimensions of all setbacks and easement areas.

3. Location and description of all greenbelts, landscaping, exterior lighting and signage.

D. Preliminary site plan:

1. Phasing schedule.

2. Location of all utility lines, manholes and fire hydrants.

3. Location of paved areas.

4. Location of proposed traffic signals.

5. Location of garbage receptacles/dumpster enclosures.

6. Storm water management plan intensions.

E. Architectural plan: Exterior building elevations and floor plans. If exterior elevations are not available, reasonable graphic representations may be submitted.

F. Multi-family developments: Include the proposed floor areas per dwelling unit, number of dwelling units, density and the number of stories per building. (Ord. 10-08. Passed 3-18-10.)

(d) Final Development Plan Review Requirements. After the preliminary development plan has been reviewed by the City Zoning Inspector, City Engineer or Planning Commission, the applicant may proceed with the submission of a final development plan in accordance with the City Zoning Inspector and City Engineer or Planning Commission recommendations and the following requirements: (Ord. 15-22. Passed 7-2-15.)

(1) Plan review application form. This application form shall contain general information about the name and location of the proposed development as well as the principals involved. The application and filing fees are due at the time of submittal.

(Ord. 10-08. Passed 3-18-10.)

(2) Content. Every final site plan except "R-1" Low Density Residential shall be prepared by a qualified professional unless the changes involve only minor alterations or additions of less than 15% of the total site area to the exterior of any existing structure, facility or other development feature, i.e. parking, greenbelt, storm water, accessory buildings etc., drawn at minimum scale of one inch (1") equals twenty feet (20') and shall contain the following information:

(Ord. 15-22. Passed 7-2-15.)

A. Title sheet and general notes:

1. Name, address and telephone number of applicant/owner/developer.
2. Project title.
3. Signature blocks: Required for storm system maintenance/ sanitary connection(s)/

water system connection(s).

B. Existing conditions plan.

C. Site dimension plan:

1. Layout and dimensions of all streets, sidewalks, buildings, parking areas and activity areas including existing driveways and cross streets located within 500 feet of the site.
2. Dimensions of all setbacks and easement areas.
3. Parking space dimensions.
4. Location and dimensions of all greenbelts, landscaping, exterior lighting and signage.

D. Site plan:

1. Phasing schedule.
2. Location of all utility lines, manholes and fire hydrants.
3. Location and dimensions of all greenbelts, landscaping, exterior lighting and signage.
4. Location of paved areas.
5. Pavement details.
6. Location of proposed traffic signals.
7. Location of garbage receptacles/dumpster enclosure.
8. Proposed grading (contours and/or spot elevations).
9. Covenants, easements or other restrictions to be imposed on the site.

E. Utility plan: Public or private main extensions (required):

1. Location and dimensions of all utility lines, manholes and hydrants.
2. Ohio EPA documentation.
3. Plan and profile sheets.
4. Testing requirements and specifications.
5. Easement areas.

F. Storm water pollution prevention plan:

1. Location and details of storm water management facilities.

2. Schedule of inspection for sediment control features.
 3. Fueling and construction debris areas depicted and specifications for assurance of water quality.
 4. Calculations by qualified professional - signed (separate from plan sheets).
 5. Storm water application/permit form accompanied by application fee.
 6. Storm water performance bond form.
- G. Landscape plan:
1. Greenbelt details and layout in compliance with Section 1145.12.
- H. Lighting plan in compliance with Section 1145.09:
1. Photometric plan.
 2. Lighting details and specifications i.e. shielding, timers, etc.
- I. Architectural plan: Exterior building elevations and floor plans.
- J. Multi-family developments: Include the proposed floor areas per dwelling unit, number of dwelling units, density and the number of stories per building.

K. The signature block on the final site plan shall contain the following statement: "Upon the issuance of a zoning permit certificate by the City of Ontario, this site plan shall be binding upon the applicant, the applicant's successors and assigns. The issuance of a zoning certificate shall also restrict and limit the construction, location, use, occupancy and operation of all land and structures and limitations set forth herein. Withdrawal or amendment of this site plan may be permitted only in accordance with the City of Ontario Zoning Ordinance. This document represents the entire understanding between the applicant and the City of Ontario with regard to development rights."

(3) Approval deadline.

A. Upon receiving Planning Commission approval for any site plan, variance or other required approval, construction shall begin within twelve (12) months of the approval date.

B. Upon receiving Planning Commission approval for any site plan, variance or other required approval, the developer shall make application for all necessary permits within six (6) months of the approval date.

C. In the event the developer fails to submit the required applications or begin construction within the allotted time periods, all Planning Commission approvals granted for the project shall be rescinded and the developer shall be required to begin the review process again.

(e) Planning Commission Action.

(1) Attendance required. It shall be mandatory that the applicant or his agent be in attendance at the Planning Commission meeting. The City Planning Commission meets at 7:00 p.m. on the second Wednesday of every month.

(2) Submittal deadline. In order to be scheduled on the agenda for a Planning Commission meeting, plans shall be submitted to the Zoning Inspector no later than the twenty-fifth (25th) day of the month prior to the date of the meeting at which the applicant desires to appear before the Planning Commission.

(3) The Planning Commission may take action on the proposed site plan at the meeting. Site plan approval may be granted by the Planning Commission subject to the review and approval of all detailed construction plans and drawings by the City Engineer.

(4) The site plan shall be reviewed by the City Engineer and Zoning Inspector for compliance with the standards of this Ordinance.

(5) In reviewing the site plan, the Planning Commission shall consider the following:

NO. _____
FEE \$125.00
VALUATION _____
DATE _____

CITY OF ONTARIO, OHIO
APPLICATION FOR ZONING PERMIT

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

2. OWNER'S NAME _____
ADDRESS _____ Ph. _____

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
DIAMETER _____ HEIGHT _____ 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 _____

Dan Herrold
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.

PLAN REVIEW APPLICATION FORM

Plan Review Fee Due at time of submission

Preliminary Review X

Final Review _____

Re-submittal _____

Review Fee \$50.00

Submittal Date _____

Project Name: _____

Location: _____

Zoning District _____ Proposed Use: _____

Applicant:

Name: _____

Street: _____

(City) (State) (Zip)

Phone _____ Fax _____

E-mail (optional) _____

Owner or Lessee:

Name: _____

Street: _____

(City) (State) (Zip)

Phone _____ Fax _____

E-mail (optional) _____

Architect, Engineer, or Land Surveyor:

Name: _____

Street: _____

(City) (State) (Zip)

Phone _____ Fax _____

E-mail (optional) _____

Contact Person:

Name: _____

Street: _____

(City) (State) (Zip)

Phone _____ Fax _____

E-mail (optional) _____

Return Application & Check (payable to City of Ontario) to:

City of Ontario
555 Sumbo Road
Ontario, OH 44906
Att: Zoning Inspector

PLAN REVIEW APPLICATION FORM

Plan Review Fee Due at time of submission

Preliminary Review _____
Final Review X
Re-submittal _____
Review Fee \$100.00

Submittal Date _____

Project Name: _____

Location: _____

Zoning District _____ Proposed Use: _____

Applicant:

Name: _____

Street: _____

(City) _____ (State) (Zip)
Phone _____ Fax _____

E-mail (optional) _____

Owner or Lessee:

Name: _____

Street: _____

(City) _____ (State) (Zip)
Phone _____ Fax _____

E-mail (optional) _____

Architect, Engineer, or Land Surveyor:

Name: _____

Street: _____

(City) _____ (State) (Zip)
Phone _____ Fax _____

E-mail (optional) _____

Contact Person:

Name: _____

Street: _____

(City) _____ (State) (Zip)
Phone _____ Fax _____

E-mail (optional) _____

Return Application & Check (payable to City of Ontario) to:

City of Ontario
555 Sumbo Road
Ontario, OH 44906
Att: Zoning Inspector

A. The location and design of driveways providing vehicular ingress and egress from the site, in relation to streets providing access to the site, and in relation to pedestrian traffic.

B. The traffic circulation features on the site and the location of automobile parking lots; and may impose such requirements that will assure:

1. Safety and convenience of both vehicular and pedestrian traffic both on site and in relation to access streets.

2. Satisfactory and harmonious relationships between the development of the site and existing and proposed development of contiguous land and adjacent properties.

3. Limiting the amount of development intrusion that may occur to the natural resource base of the site.

C. The Planning Commission may further require landscaping or fences to accomplish these objectives and require their maintenance as a condition of the establishment of any use to which they are appurtenant.

D. In those instances where the Planning Commission finds that an excessive number of ingress and egress points may occur with relation to major thoroughfares, thereby reducing the traffic carrying capacity of the major thoroughfare, the Planning Commission may require a marginal access service road as follows:

1. Where a narrow lot will require a single outlet, the Planning Commission may recommend that money be placed in escrow with the City of Ontario so as to provide for a marginal access service road parallel to the street right-of-way line and equal in length to the width of the lot involved. The amount deposited in escrow shall be based on a cost estimate prepared by the applicant, owner or developer and approved by the City Engineer. A zoning certificate will not be granted until the access service road is constructed or monies have been deposited with the City.

2. The City Planning Commission shall require marginal access service roads for all subdivisions where lots face onto a major arterial street.

(6) In accordance with the comprehensive plan, the Planning Commission may impose additional conditions on the site plan development in order to reduce congestion, facilitate traffic safety, enhance utility service, promote the efficient use of land, and preserve the tax base of the City.

(Ord. 10-08. Passed 3-18-10.)

1145.32 TRAFFIC IMPACT ANALYSIS.

(a) Purpose:

(1) The purpose of this Section is to conduct an appropriate review and evaluation of the traffic impact of proposed developments; to provide for improved traffic conditions, and to prescribe necessary project-specific mitigation measures or to otherwise require a traffic impact analysis as a part of the site plan approval process.

(2) It is further the intent of this Section to ensure that traffic impact analysis plan approvals are granted where traffic mitigation improvements will maintain or improve the service level of a street which is currently operating at or below the traffic service goals established for the City; and better coordinate the type, location, amount, timing and rate of proposed land use development according to the Master Plan and Zoning Ordinance, with the present and projected capacity of the City street system.

(b) Traffic Impact Analysis Review. The applicant shall conduct a review of the traffic impact analysis for any proposed development in conjunction with the review of the site plan. If the City Planning Commission finds that the proposed development would not cause traffic service levels to be exceeded at any intersections that are critical to the development, the review will be approved. To ensure that traffic service levels of a proposed development shall not exceed the service levels at any intersection or driveway approach the City Planning Commission may request the Richland County Transportation Coordinating Committee to prepare traffic mitigation recommendations citing the measures to be implemented to accomplish the traffic service level goals adopted for the street or highway. The mitigation program shall cite how the applicant will eliminate the adverse traffic impacts and how the traffic service level goals will be achieved.
(Ord. 01-50. Passed 12-6-01.)

1146.03 SIGNS BY NUMBER, SIZE AND LOCATION.

(a) Methods That Control the Computations of Sign Area and Height.

(1) Area computation for individual signs. The area of the face of a sign shall be computed by means of the smallest square, circle, rectangle, triangle, or combination thereof that will encompass the extreme limits of the sign, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the back drop or structure against which it is placed. Any supporting framework, bracing, or decorative fence or wall when clearly incidental to the display shall not be computed as part of the total sign face.

(2) Area computation of multi-faced signs. The sign area for a sign with more than one face shall be computed by adding together the area of all sign faces visible from one point. When two identical sign faces are placed back to back, so that both faces cannot be viewed from any one point at the same time, and when such sign faces are part of the same sign structure and are not more than forty two inches apart, the sign area shall be computed by the measurement of one face.

(3) Area computation by spherical signs. The sphere shall be bisected by an imaginary plane through the center of the sphere and the surface area of the half-sphere shall be counted as the sign face.

(4) Computation of height. The height of a sign shall be computed as the distance from the base of the sign at average grade to the top of the highest attached component of the sign.

(b) Methods That Control the Number and Location of Signs.

(1) The City has determined that the use of land is a significant factor in determining the size, number, and location of signs.

(2) Signs placed in residential areas are of particular consideration to the purposes of this Chapter in promoting the public health, safety, and welfare through establishing standards for signs. The following characteristics of residential areas, including, but not limited to, homes with parking on streets, numerous access points onto streets via driveways, school crossings and bus stops, children playing in yards and at local parks, increased pedestrian traffic, limited sidewalks, and other community activities highlight the importance of standards about the type, design, size, location, illumination, enforcement, and maintenance of signs to:

A. Reduce the hazards to motorists and pedestrians from the distraction and obstruction that may be caused by unsafe signs, or an excessive proliferation of signs; and,

B. Enhance and protect the quality of all land uses, property values, and aesthetics of the community.

(3) Considerations pertaining to the safety of motorists and pedestrians traveling in commercial and industrial areas, such as ensuring readability of signs, permit more variation in the type, design, size, location, and illumination of signs.

(c) The Following Signs Are Permissible Without a Permit and Under the Following Criteria for All Zoning Districts.

NOTE: Signs (1) to (6) require a minimum set back of 10 feet from the right of way. (Ord. 08-18. Passed 5-15-08.)

(1) Garage Sale	One sign per lot Maximum area/side: 6 sq. ft. Two additional signs may be placed within the City to direct customers and must be located at least fifteen feet (15') from the edge of the road, twenty feet (20') from the edge of the roads in an intersection
(2) Residential Real Estate (for sale or lease)	Two signs per lot On premises Maximum area/side: 8 sq. ft.

(3) Commercial Real Estate (for sale/lease)	One sign per lot 4 ft. by 8 ft. for commercial buildings over 5000 sq. ft./land parcels greater than 5 acres 3 ft. by 4 ft. for commercial buildings under 5000 sq. ft./land parcels between 1 to 5 acres On premises Maximum height of 6 ft.
(4) Project Identification	Maximum area/side of 32 sq. ft. Maximum height of 6 ft. Developments larger than 3 acres may display one sign per each street frontage and one additional sign if street frontage exceeds 1000 ft. Maximum display time is the lesser of 2 years, the duration of construction activity, or until 60% of the development is leased or sold
(5) Window Signs	Not to exceed 50% of the total window pane area
(6) Construction	Maximum area/side of 32 sq. ft. Maximum height of 6 ft. During construction If multiple signs, maximum total area of all signs on site 80 sq. ft. or less
(7) Directional Signs	Maximum area/side 4 sq. ft.

	Maximum height of 4 ft.
(8) Open house directional signs	One per street intersection Between the hours of 9am-6pm the day of the open house Maximum area/side of 4 sq.ft. Maximum height of 3 ft.
(9) Memorial	One per site or building Maximum area of 2 sq.ft. Maximum height of 10 ft.
(10) Private contractor sign	Maximum display area of 3 sq. ft. Displayed on premises of work site While on the job

(11) Home occupation name and address plate	One per dwelling Maximum area of 2 sq. ft. Attached to dwelling
(12) Entrance/exit	Two per site 2 sq. ft. (area/side) for residential 4 sq. ft. for business 5 sq. ft. for industrial
(13) Flags	Do not exceed 60 sq. ft. in area Minimum setback of 15 ft.
(14) Community activity/special event signs	Provide name of the organization, name and phone number of contact person, dates the sign(s) will be posted, size, and location of sign(s) to Zoning Inspector Maximum of twenty (20) offsite Placed no earlier than fourteen days before the activity or event and removed twenty-four hours after activity or event Directional signs less than 2 sq. ft. and 1 ft. in height may be posted twenty- four hours before activity or event and must be removed twenty four hours after activity or event. No more than two signs per intersection and if posted in an intersection may be no larger than six (6) square feet. Signs larger than six (6) square feet not to exceed twenty seven (27) square feet are restricted to no more than four (4) within the city. Signs must be firmly attached on all four corners and center points so as to not flap excessively to cause a nuisance. Six (6) square foot signs may be placed fifteen feet (15')

	<p>from the edge of the road. Signs larger than six (6) square feet may be placed fifteen feet (15') from the edge of the road and in intersections must be twenty feet (20') from the edge of both roads.</p>
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(d) The Following Business and Industrial Signs Do Not Require a Permit and Are Regulated as Set Forth Below:

Note: Signs (1) to (4) require a minimum set back of 15 feet from the edge of the road and 10 feet from the property line.

(1) New Business	<p>Display no longer than 30 consecutive days Maximum total area of 24 sq. ft.</p>
(2) Business Promotional	<p>No more than eight (8) per calendar year Display no longer than fourteen (14) consecutive days Date first displayed written on sign Maximum area per sign six (6) sq. ft. per face No more than 5 signs located on premises of event No signs may be displayed off premises</p>

(3) Inflatable Sign	<p>Displayed no longer than 3 days</p>
(4) Outdoor Display Sign	<p>Maximum area of 8 sq. ft. Attached or displayed within one foot of the merchandise on display</p>
(5) Banners	<p>Maximum area of 20 sq. ft. Attached to building façade</p>
(6) Changeable Copy	<p>One per business Located not less than 15 ft. from the right of way line, and 20 ft. from lot line, and no less than 50 ft. from residential lot lines May be attached on pole sign, the wall of a building, or on two (2) permanent posts Maximum area of 18 sq. ft.</p>

(e) The Following Signs Require a Sign Permit and Are Regulated as Set Forth Below:

(1) Ground	<p>One per street for each 500 ft. of frontage Not less than 15 ft. from right of way line (including support structure) Maximum area/side of 60 sq. ft. Maximum height of 10 ft.</p>
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(2) Pole	<p>Located not less than 15 ft. from right of way line or 20 ft. from lot line, and no less than 50 ft. from residential lot lines</p> <p>One per lot</p> <p>Maximum area/side 100 sq.ft.</p> <p>Maximum height 20 ft.</p>
(3) Wall	<p>No more than two per business side</p> <p>Must be parallel to building side to which sign is attached</p> <p>set within one foot of building facade</p> <p>Cannot project above roof line or beyond corner of building</p> <p>Maximum area/side-100 sq. ft. or 15% of wall area to which sign is attached, whichever is greater</p> <p>Second wall sign - 1 square foot for each lineal foot of building width. Sign area may be increased</p> <p>10% for each additional 50 feet of setback</p> <p>Second wall sign may only be 50% of the size of the primary wall sign</p>
(4) Projecting	<p>One per business per façade</p> <p>Be oriented to pedestrian traffic</p> <p>Hung from building façade or ceiling of covered walkway</p> <p>Maximum area/side 10 sq. ft.</p> <p>Maximum height 14 ft.</p>

(5) Billboard	<p>Requires a minimum lot width of 200 ft. for each billboard</p> <p>No billboard shall be located within 1000 ft. of an another billboard</p> <p>Maximum area/side of 300 sq. ft.</p> <p>Maximum height of 35 ft.</p> <p>Minimum set back of 300 ft. from right of way lines at intersections and from a church, school, or park</p> <p>A 50 ft. set back where the billboard abuts a residential lot or residential use</p> <p>A 35 ft. minimum setback from right of way</p>
(6) Accessory	<p>If attached to a wall</p> <p>Maximum area/side of 20 sq. ft.</p>
(7) Electronic Message Display	<p>Located not less than 15 ft. from the right of way line, or 20 ft. from lot line, and no less than 50 ft. from residential lot lines</p> <p>Maximum area/side of 18 sq. ft.</p> <p>Maximum height of 10 ft.</p> <p>Each message must display for a minimum of eight (8) seconds</p> <p>A minimum spacing of 100 ft. is required between signs</p>
(8) Subdivision	<p>One per development</p>

	<p>Maximum area/side of 20 sq. ft. Maximum height of 6 ft. Minimum setback 10 ft. from right-of-way</p>
(9) Joint Identification Sign	<p>No more than one (1) sign permitted. A secondary joint identification sign shall be permitted if the property fronts two (2) or more public streets and is located on a lot more than two (2) acres.</p> <p>No more than one (1) secondary joint identification sign shall be permitted per development.</p> <p>On lots less than ten (10) acres, primary joint identification signs may not exceed thirty-two (32) square feet in area or be more than ten (10) feet in height. Secondary joint identification signs shall not exceed twenty-four (24) square feet in area or be more than eight (8) feet in height.</p> <p>On lots ten (10) acres or greater primary joint identification signs may not exceed forty-eight (48) square feet in area or be more than twelve (12) feet in height and secondary joint identification signs may not exceed thirty-two (32) square feet or be more than ten (10) feet in height.</p> <p>Within the Historic District, the maximum size shall be reduced by one-half the size stated above.</p> <p>Primary and secondary freestanding joint identification signs must be monument signs.</p> <p>The front setback for freestanding joint identification signs shall be twenty-five (25) feet from the public right-of-way.</p> <p>The sign shall not restrict public ingress to and egress from the building.</p> <p>The sign must also meet the side yard setback for the applicable zoning district unless otherwise stated.</p>
(10) Hospital Signage	<p>For signs to be approved for this permitting process they must meet the criteria listed below.</p> <p>Original permit must be approved by planning commission at a regularly scheduled meeting. Once approved by planning commission, there would be a onetime fee. Once fees are paid, this permit will stay in effect until there is a change of ownership or the facility closes.</p> <p>Signs located within the seventy five foot (75') setback from right-of-way or closest to the road will still have to go through the sign plan process, area fee and variance if required. These signs would need to meet current zoning codes.</p> <p>Signs located behind the seventy five (75') setback from right-of-way will have a set fee of \$2500.00 for signs to be installed. This will include all sign permits, area fees and there would be no variances required.</p> <p>The sizes of the signs located behind the seventy five (75') setback from right-of-way will be determined by the "hospital" as needed.</p> <p>Note: the City Zoning Inspector still reserves the right to ask that the</p>

	<p>sign be smaller than proposed if the sign would be a safety concern.</p> <p>All signs behind the seventy five (75') setback from right-of-way would still have to go through the sign permit process for approval by the Zoning Inspector, there would not be an extra permit fee, area fee or variance required for these signs.</p> <p>All signs installed behind the seventy five foot (75') setback from right-of-way will still have to go through the sign process with the Richland County Building Department.</p> <p>This ordinance will not be retroactive for any sign fees that have been paid in the past.</p>
(11) Porta-Panel Sign	<p>Sign permit must be filed with the City of Ontario Zoning Inspector indicating all information required on existing sign permit, address of where sign is to be located, a site plan with measurements as to where sign will be placed and length of time sign will be in that location.</p> <p>Size can be no larger than 6' tall by 12' long</p> <p>Can be no closer than 30' to the edge of a road or 40' to the edge of either road in an intersection.</p> <p>Permit will expire 35 days after written and sign must be removed at that time.</p> <p>Sign may not stay longer than 35 days in any one location.</p> <p>Signs placed without zoning permit issued are subject to immediate removal and impounding by the City of Ontario.</p>
(12) Awnings	<p>Canopy signs may be painted on an awning area or attached to a canopy or roof which projects beyond the building provided that no part of such sign may extend above the roof line, canopy or marquee. Canopy or marquee signs shall be a minimum of nine (9) feet above ground level. If a marquee, canopy or awning sign consist of two (2) faces facing two (2) directions and each face having the same message, it shall be considered as one (1) sign.</p> <p>No awning or canopy may extend beyond two (2) feet back of the curb line.</p> <p>All awnings and canopies shall be erected so that their lowest point is at least nine (9) feet above the sidewalk.</p> <p>One double-faced nameplate may be suspended from an awning or canopy perpendicular to the store front.</p> <p>If primary signage or awning has any type of text the standard square foot display area charge will apply for the space being used for the sign.</p> <p>Sign permit will be required.</p>

(Ord. 08-18. Passed 5-15-08; Ord. 08-39. Passed 9-4-08; Ord. 09-60. Passed 12-17-09; Ord. 14-47. Passed 9-4-14; Ord. 15-22. Passed 7-2-15.)

No.: _____
Fee: \$40.00

CITY OF ONTARIO, OHIO
APPLICATION FOR A SIGN PERMIT

When this document is approved by the Zoning Inspector, it shall constitute a sign permit.

LANDOWNER

LICENSED SIGN ERECTOR

Name

Address

City and State Zip Code

Phone Number

Name

Address

City and State Zip Code

Phone Number

BUSINESS: Where sign is to be erected.

Name

Street Address

Description of sign including size and materials to be used:

A diagram of the proposed sign and its location on the property is attached.

Applicant

Based upon the information contained in this application and the accompanying diagrams, a sign permit is approved/denied.

Reason for denial _____

Date

Zoning Inspector

1146.04 PROHIBITED SIGNS.

(a) No signs are permitted within the public right of way. Signs found in the right of way are considered a nuisance and subject to immediate removal by the City.

(b) No roof signs.

(c) No beacons.

(Ord. 08-18. Passed 5-15-08.)

(d) No banners larger than 27 square feet.

(Ord. 08-39. Passed 9-4-08.)

(e) No accessory signs off of the premises.

(Ord. 08-18. Passed 5-15-08.)

1146.09 PERMIT PROCEDURE AND FEES.

(a) Permit Required. Unless otherwise exempted under this chapter, no person, firm, or corporation shall erect, enlarge, or structurally alter any sign within the City without first obtaining a sign permit from the Ontario Zoning Inspector. No permit is required for a change in an existing sign that does not increase its size or involve a change in its structural nature (ie, design, construction, maintenance).

(b) Permit Form. The Zoning Inspector shall provide application forms for a sign permit which, when approved, shall become the sign permit. A separate application shall be required for each sign where multiple signs are to be constructed on the same lot. The following information shall be submitted to the Zoning Inspector:

(1) Name and address of the owner of the property where the sign is to be erected. (Ord. 08-18. Passed 5-15-08.)

(2) A description of the sign including the materials used in its construction, its size and height. (Ord.15-22. Passed 7-2-15.)

(3) Two copies of a site plan, drawn to scale, showing the location of the sign on the lot and/or building, an elevation view of the height and area dimensions of the sign, as well as the location of buildings, parking lots, driveways, landscape areas, existing signs and other appurtenances on the lot.

(4) Pole and ground sign submittals shall include two copies of signed and stamped engineered drawings.

(5) Post and panel signs of less than 32 sq. ft and 6 ft. in height shall include two copies of scaled drawings, including the design of its foundation.

(6) Wall signs shall include two copies of scaled drawings indicating the method of attachment.

(7) The submittal shall be accompanied by the sign plan application fee established by City Council and on file in the Zoning Inspector's Office.

(c) Sign Erector License Required.

(1) No person, partnership, or corporation shall erect, enlarge, or structurally alter any sign within the City that contains

A. Any electrical connection

B. Is ten or more feet off the ground when completed

C. Is larger than twenty five sq. ft. without a sign erector's license issued in accordance with the requirements in subsection (c)(2) hereof.

(2) A sign erector must obtain a license by filing an application with the City Zoning Inspector that contains the following information and fee:

A. Name, address, and phone number of sign erector. Description of the types of signs that are to be erected. Evidence that the sign erector has general liability insurance in effect, providing coverage for wrongful death and bodily injury in an aggregate amount of not less than \$500,000.

B. Payment of a fee as provided for in Ordinance 01-05, passed December 6, 2001 and on file in the Zoning Inspector's Office.

(3) Upon determination by the Zoning Inspector that a sign erector has met the requirements of this section, a sign erector's license shall be approved and issued to the applicant.

(4) Upon determination by the Zoning Inspector and City Engineer that the proposed sign is in compliance with the provision of this section and payment of fees, a sign permit shall be issued.

(d) Permit Fees. The Zoning Inspector shall collect sign permit fees in advance of issuing a permit and shall deposit them with the City Treasurer. The schedule of fees established by City Council Ordinance shall be posted in the office of the Zoning Inspector.

(e) Appeal Procedure. Whenever the Zoning Inspector is unable to approve an erector license or issue a sign permit under the provisions of this chapter, or the applicant disputes the calculation of the fee, the applicant may appeal or, if applicable, seek a variance, from the Planning Commission within 10 days of the notice of any such determinations.

(Ord. 08-18. Passed 5-15-08.)

1146.13 SIGN VARIANCES AND OTHER APPEALS.

(a) Applicants may seek a sign variance, or appeal a denial of a sign permit, a denial of an erector license, finding of removal of a sign as unsafe, abandoned or non-conforming, or a fee dispute, with the Planning Commission within 10 days of notice of an adverse determination on these matters.

(b) The Planning Commission shall notify the applicant of a time, date and place to hear the appeal or variance within 10 days of receiving the request for variance or appeal. The Planning Commission shall meet to hear the matter within 30 days of applicant's request or appeal.

(c) The Planning Commission is authorized to grant variances from these regulations if a literal application of this chapter would cause undue hardship. Those seeking a variance should keep in mind the purpose of this Chapter. Information on, but not limited to, the following factors may be presented and considered in this determination:

(1) The extent to which the variance may impair vehicular or pedestrian traffic by distracting attention from traffic control signals;

(2) The extent to which the variance may interfere with ingress or egress including sight distances that could result in an unsafe condition;

(3) The extent to which any variance may interfere with public utility poles, wires, or other facilities or traffic control devices; and

(4) The extent to which the variance may detract from the purpose of this chapter, including an unwanted proliferation of signs or the existence of unsafe signs.

(d) Determinations of the Planning Commission may be appealed to the courts in accordance with applicable law, Chapter 2506 of the Ohio Revised Code.

(Ord. 08-18. Passed 5-15-08.)



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

Contractor's License Application

The City of Ontario, Ohio has enacted Ordinance 06-13, on 05-04-06, requiring all contractors working within the City limits to obtain an **annual** license. License runs from January 1 through December 31. You must apply for a renewal license each calendar year.

All forms and applications must be typed or legibly printed.

No license will be issued unless all required information is submitted.

Each Zoning Permit

At the time a zoning permit is issued for each project a list of subcontractors that are intended to be used on that project will be required.

After submittal of the completed forms signed by an authorized representative and the payment of the \$10,000 license fee, your license will be mailed to you within five (5) days. Please complete all information requested including a list of your intended **Subcontractors are also required to obtain a license.** You, as a general contractor, are required to see that all subcontractors are licensed.

Renewal annual license fee for the following year will be \$50.00

Application available on City website: www.ontarioohio.org

Strong past, bright future



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

Income Tax

As a contractor working in the City of Ontario you are required to abide by Ordinance 97-60 which was passed on November 20, 1997 and reads as follows:

(191.03 IMPOSITION. (B)) Effective Date. The tax shall be levied, collected, and paid with respect to the salaries, wages, commissions, and other compensation, and with respect to the net profits of business, professions, or other activities earned on or after January 1, 1998.

We remind you all gross wages earned by your employees are taxable at the rate of one and one half (1-1/2) percent while working within the City. You must withhold this tax and remit to the City of Ontario Income Tax Division.

A copy of the reporting forms is attached. Additional copies can be obtained by contacting the Treasurer.

You are required to mail or fax a list of all subcontractors you employ giving name of company, address, and phone number along with the type of sub-work they will be performing. Additionally, you must inform each subcontractor of this requirement.

Mail this information on or before starting actual construction to:

Sallie Neal, Income Tax
555 Stumbo Rd.
Ontario, Oh. 44906
Phone (419) 529-3925
Fax (419) 529-6132

Sallie Neal, Income Tax

Strong past, bright future



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax:419.529.6132

CONTRACTOR'S LICENSE APPLICATION FORM

\$100.00 License Fee

to be paid by check or money order, NO CASH

Individual Partnership Corporation

Name of Contracting Firm Address City State Zip

Phone Number Fax Number

Name of Principle If Individual Social Security #

List Names of all partners, if Partnership Social Security # of all Partners

Name of President (if Corporation) Federal I.D. #

Chief Financial Officer or Treasurer (if Corporation)

Description of type of business:

Number of years in this business: _____

I acknowledge that I am authorized to sign this application and that I/we will withhold and submit to the City of Ontario, Ohio those City taxes as outlined by the attachment describing Ordinance 97-60. I also acknowledge that all subcontractors will obtain a license. I am responsible to assure their compliance.

Authorized Signature Title Date

Strong past, bright future



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

CONTRACTOR'S LICENSE APPLICATION FORM

RENEWAL

\$50.00 License Fee

to be paid by check or money order, NO CASH

Individual Partnership Corporation

Name of Contracting Firm Address City State Zip

Phone Number Fax Number

Name of Principle If Individual Social Security #

List Names of all partners, if Partnership Social Security # of all Partners

Name of President (if Corporation) Federal I.D. #

Chief Financial Officer or Treasurer (if Corporation)

Description of type of business:

Number of years in this business: _____

I acknowledge that I am authorized to sign this application and that I/we will withhold and submit to the City of Ontario, Ohio those City taxes as outlined by the attachment describing Ordinance 97-60. I also acknowledge that all subcontractors will obtain a license. I am responsible to assure their compliance.

Authorized Signature Title Date

Strong past, bright future



City of Ontario

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Tel: 419.529.3818

Fax: 419.529.6132

General Contractors Certificate of Subcontractors

All subcontractors must have a license

General Contractor	License number	Date
--------------------	----------------	------

Project Name	Project Location
--------------	------------------

Sub Contractors

Name _____	FID/SSN _____
Address _____	
Phone _____	Fax _____
Type of Work _____	

Name _____	FID/SSN _____
Address _____	
Phone _____	Fax _____
Type of Work _____	

Name _____	FID/SSN _____
Address _____	
Phone _____	Fax _____
Type of Work _____	

Name _____	FID/SSN _____
Address _____	
Phone _____	Fax _____
Type of Work _____	