



# City of Ontario

555 Stumbo Road Ontario, Ohio 44906

[www.ontarioohio.org](http://www.ontarioohio.org)

Tel: 419.529.3818

Fax: 419.529.6132

## New House Process and Fees City of Ontario

1. Start communication process with acting authority.

Zoning issues: Dan Herrold, Zoning Inspector 419-529-2530

e-mail [dherrold@ontarioohio.org](mailto:dherrold@ontarioohio.org)

Technical issues: Jeff Wilson, Service-Safety Director 419-529-2495

e-mail [jwilson@ontarioohio.org](mailto:jwilson@ontarioohio.org)

Building permits: Richland County Building Department 419-774-5517

2. Fill out Zoning Permit

3. Refer to City Code 1141.01 for setback requirements listed below.

4. Prepare a Final Site Plan to be submitted with your Zoning Permit. This Final Site Plan may be prepared by a professional, architect or it may be submitted by yourself on graph paper, plain paper or a Google Earth Image.

- The drawing must be accurate and to scale.
- Please show any current structure, fire hydrants and easements already on the property.
- Show where the storm water will go from the roof top.
- All setbacks must be shown front, side, side, rear and they must be clearly identified.
- All dimensions of the property must be shown (front, side, side, rear) and clearly indicated
- Front setback measured from the right-of-way line not the edge of the road. If you are not sure what the right-of-way distance is please call the Zoning Inspector for assistance.
- Show any easements located on the property. All setbacks must be measured from the closest edge of the easement to what you are building.

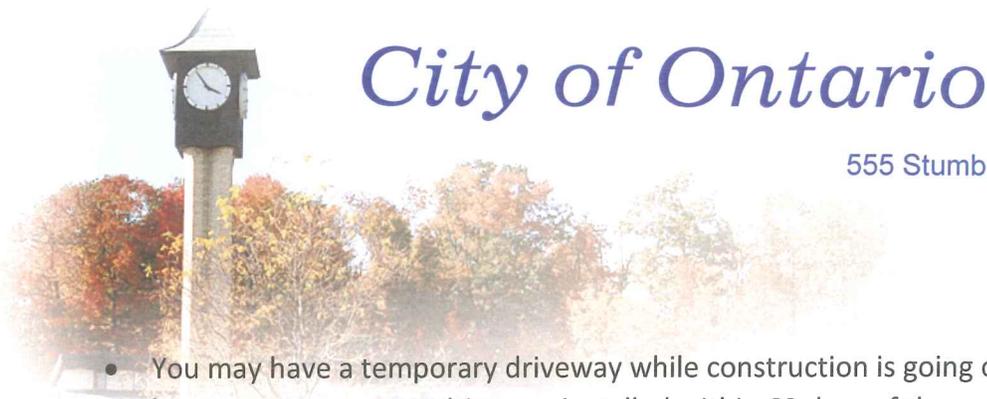
4. Indicate on Site Plan where the driveway will be in reference to the home being built.

5. Indicate on Site Plan what driveway will be made of (concrete or asphalt).

6. Indicate depth of driveway at both right-of-way and between right-of-way line and home.

7. Fill out Driveway Permit paperwork and bring with you for Final Site Plan submission.

*Strong past, bright future*



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- You may have a temporary driveway while construction is going on. However, you must have your permanent driveway installed within 60 days of the completion of construction. If this is not possible due to weather conditions, the driveway permit will need to be renewed every month until the permanent driveway is installed.
8. Call Connie Gleisinger and make appointment to pay tap fees. (water and sanitary)
    - Tap fees must be paid before Zoning Permit can be issued.
  9. Make appointment with Zoning Inspector to review Site Plan and Zoning Permit paperwork.
  10. Once Zoning Permit is issued proceed to the Richland County Building Department for building. Plumbing, electrical etc. permits.
  11. Once marking stakes are installed for home call the Zoning Inspector so he may measure setbacks to make sure they are accurate based on the site plan submitted.
    - Property lines, and easement lines must also be clearly marked for measuring purposes.
- Total time for permit process will take approximately thirty (30) to forty (40) minutes when an appointment is made. This will allow time to review Site Plan, Zoning Permit paperwork and Driveway Permit paperwork. If the Site Plan or any of the permits are incomplete you will be advised of what needs to be added and then we will set up another appointment.

## Fees

### Zoning Permit:

- Single Family - \$35.00
- Two Family (per building) - \$50.00
- Multi-family (per building) - \$100.00

### Driveway permit:

- One driveway permitted per single family residence \$35.00
- Two driveways permitted per duplex where separate garages are accessed \$35.00 per driveway.

### Variance:

- Each variance request \$150.00 (recommend no more than two (2))

### Tap Fees:

- Please call Connie Gleisinger at the Municipal Building 419-529-3818

All other Ontario City Codes and Ordinance information is available on our City website. The address is [www.ontarioohio.org](http://www.ontarioohio.org) Please contact us with any questions you may have.

Dan Herrold, Zoning Inspector

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## 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%

a) Where centralized sewer and water systems are not provided the minimum lot area shall be one (1) acre and the minimum lot width shall be one hundred and fifty feet (150')

(b) The minimum floor area shall be:

One-Family Dwelling Unit 1,200 square feet

Two-Family Dwelling Unit 1,000 square feet per dwelling unit

NO. \_\_\_\_\_  
FEE \_\_\_\_\_  
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.

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

PERMIT NO. \_\_\_\_\_  
DATE \_\_\_\_\_  
FEE \_\_\_\_\_

**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 \_\_\_\_\_  
Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_

**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