



# City of Ontario

555 Stumbo Road Ontario, Ohio 44906

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

Tel: 419.529.3818

Fax: 419.529.6132

## Accessory Building Permit Process

### Residential & Non-Residential

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

#### Residential

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

*Strong past, bright future*



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## Non-Residential

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

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

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

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

Sincerely,

City of Ontario Zoning Inspector

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### **1145.01 ACCESSORY BUILDINGS, PORCHES, PATIOS AND USES.**

Accessory buildings shall be subject to the following regulations:

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

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

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

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

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

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

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

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

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

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

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

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

# ZONING APPLICATION

FEE	\$ _____
PERMIT #	ZP- _____
<i>Office Use Only</i>	

Zoning Permit:  Change of Use:

Total Cost of Project: \$ \_\_\_\_\_

1. APPLICANT/CONTRACTOR \_\_\_\_\_ Same as Owner

Address \_\_\_\_\_

Email: \_\_\_\_\_ Ph. \_\_\_\_\_

2. OWNER'S NAME \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ Ph. \_\_\_\_\_

3. LOCATION OF PROPERTY \_\_\_\_\_ Lot # \_\_\_\_\_

4. ZONING DISTRICT: \_\_\_\_\_ Abutting Residential District?  Yes  No  N/A

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

ONE-FAMILY DWELLING UNIT  MULTI-FAMILY DWELLING: # OF UNITS \_\_\_\_\_

TWO-FAMILY DWELLING UNIT:  Duplex  Condo  Zero-Lot Line

ACCESSORY:  Shed  Deck  Patio  Roof  Detached Garage  Pool  Addition  Other\*

OTHER RESIDENTIAL USE  BUSINESS

OFFICE USE  WAREHOUSE

INDUSTRIAL USE  OTHER USE\*  CHANGE USE\*

\*Additional Info: \_\_\_\_\_  
\_\_\_\_\_

### PARCEL DESCRIPTION (New Construction, Additions)

FRONTAGE \_\_\_\_\_ DEPTH \_\_\_\_\_ AREA \_\_\_\_\_

### BUILDING DESCRIPTION

SQ. FT. \_\_\_\_\_ LENGTH / WIDTH / HEIGHT \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ No. of Stories \_\_\_\_\_

### SETBACKS from property lines (Shown on Sketch)

SIDE \_\_\_\_\_ SIDE \_\_\_\_\_ FRONT \_\_\_\_\_ REAR \_\_\_\_\_

### SEWER SYSTEM (New Construction)

PUBLIC OR EPA APPROVED (City)

PRIVATE/SEPTIC SYSTEM

\_\_\_\_\_  
APPLICANT'S SIGNATURE

**OWNER/BUILDER ACKNOWLEDGMENT**

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:**

- Richland County Building Department (419) 774-5517 or RichlandCountyOH.gov
- Richland County Health Department (419) 774-4533 or RichlandCountyOH.gov
- Ontario Water/Sewer Department (Tap Fees) (419) 529-4607
- Contractor's License & Subcontractor List (City of Ontario Income Tax Department) (419) 529-3045
- Engineer (City of Ontario) inspection fees during construction may apply

*To be filled out by Zoning Inspector:*

PERMIT # ZP-\_\_\_\_\_

BASED UPON THE INFORMATION CONTAINED IN THIS APPLICATION & THE ACCOMPANYING SITE PLAN,  
**A ZONING CERTIFICATE IS:**

APPROVED or  DENIED

\_\_\_\_\_  
ZONING INSPECTOR

\_\_\_\_\_  
APPROVAL DATE

PLANNING COMMISSION APPROVAL (DATE) \_\_\_\_\_

Not Applicable

REASON FOR DENIAL \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
DENIAL DATE

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

\_\_\_\_\_  
NAME

DATE: \_\_\_\_\_

\_\_\_\_\_  
ADDRESS

FEE: \_\_\_\_\_

\_\_\_\_\_  
CITY AND STATE

PERMIT #: AV-\_\_\_\_\_

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