



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

Accessory Building Permit Process

Residential & Non-Residential

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

Residential

1. Zoning Permit must be filled out completely.
2. The fees for the Zoning Permit are as follows for residential. (R1, R2 and R3)
 - a. Under 200 square feet \$30.00.
 - b. over 200 square feet \$50.00.
 - 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



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

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 \$150.00
 - b. Variance fee if required \$150.00
 - c. Preliminary Site Plan Review \$100.00
 - d. Final Site Plan Review \$200.00
 - e. Conditional Use \$50.00

3. Site Plan is a map, drawn to scale, showing the boundaries of a site and the location of all buildings, structures, uses, and principle site development features such as street right-of-ways, landscaped areas, and public utility easements for a specific parcel of land. This can be in the form of a sketch on graph paper, or from a mapping image from the internet. Once the site plan is received and the fee is paid, the Zoning Inspector will determine if the proposed project needs to go before Planning Commission for approval. If the Zoning Inspector determines the project does not require Planning Commission approval, the Zoning Inspector can begin the review and approval process. If the Zoning Inspector determines the project requires Planning Commission approval a Final Plan review will be required and will need to be presented to Planning Commission for final approval. Site Plan Review paperwork, Zoning Permit and fees will be due when all finals are received. In order to be scheduled on the next Planning Commission agenda final paperwork must be submitted by the 25th of the previous month. The applicant MUST be present at that Planning Commission meeting for it to be considered. Planning Commission is held on the 2nd Wednesday (4:00pm) 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.

Strong past, bright future



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

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.

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 mmorton@ontarioohio.org if you have any questions or would like to set up an appointment to review the Site Plan and Zoning Permit.

Sincerely,

Michael Morton, City of Ontario Zoning Inspector

Strong past, bright future

ZONING APPLICATION

Zoning Permit: Change of Use:

Total Cost of Project: \$

FEE	\$ <input type="text"/>
PERMIT #	ZP- <input type="text"/>
DATE:	<input type="text"/>
<i>Office Use Only</i>	

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