

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

## A Note from the Mayor of Ontario:

“Welcome to Ontario! I am pleased you have decided to locate your business here. We, at the City of Ontario, look forward to assisting you through all the approvals necessary to help get your new business open and operating as quickly as possible.

This packet was designed to help get you familiar with the different steps that must be taken within the City of Ontario to open a new business. Whatever your business is we are here to help. Feel free to give me a call at (419-529-6333) if you have any questions about this process.

We also recommend that you contact the Richland County Building Department at (419-774-5517) to get more information on their requirements.

Again, welcome to Ontario, it's great to have you here!”

Randy Hutchinson, Mayor of Ontario

## **Path for Success**

1. Start the communication process with acting authority.

Zoning issues: 419-529-2530

e-mail

[zoning@ontarioohio.org](mailto:zoning@ontarioohio.org)

Service-Safety Director: 419-529-2495

e-mail

[servicesafteydirector@ontarioohio.org](mailto:servicesafteydirector@ontarioohio.org)

Sewer Dept: 419-529-6341

Water Dept: 419-529-3846

Streets: 419-529-3815

2. Begin Preliminary Site plan. (For faster approval submit early in the month)

Submit Preliminary Site Plan form, fee (\$100.00) 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.
5. Final Site Plan, review fee (\$200.00) and Final Site Plan form, Zoning Permit and fee (\$150.00), 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 25<sup>th</sup> of the current month. Once the Zoning Inspector and City Engineer review the Final Site Plan and approve the changes that need to be made, you will be scheduled on the agenda for the following month's Planning Commission meeting. Planning Commission is held on the second Wednesday of every month at 5:00pm. Location: 555 Stumbo Road in the Community Room.

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, a driveway permit (fee \$50.00) (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 sent 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.

Note: Total time for this process varies. If the process is followed and all required forms are submitted and fees paid in a timely manner, we can usually have the project approved in about two months. This includes the Planning Commission meeting as well. If your Preliminary Site Plan is not turned in until later in the month, we will not have enough time to review it before the next Planning Commission Meeting. The sooner the Preliminary Site Plan is submitted for review, the sooner we respond with 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 we can schedule it on the current Planning Commission Agenda.

8. Begin Sign Permit application process. If a sign meets all City Codes and Ordinances a Sign Permit can be issued by the Zoning Inspector and City Engineer within a week to ten days. If a sign does not meet all City Codes and Ordinances a variance application must be submitted and scheduled on Planning Commission agenda 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 sent to the Richland County Building Department where you can apply for all building and electrical permits.

