

VILLAGE OF LOWELLVILLE ~ ZONING
140 E. Liberty St. ~ P.O. Box 124 ~ Lowellville, Ohio 44436
(330)536-6415 Ext. 103 ~ Fax (330)536-2058
E-Mail Address: lowellvillezoning@gmail.com

Mayor/James Iudiciani Sr.
Administrator/Joann Esenwein

Fiscal Officer/Christina Strait
Tax Commissioner/Tom Collins

RECOMMENDED PROCEDURE FOR ZONING PERMIT

I. General:

Prior to constructing (residential or commercial), changing the use of, or altering any building or structure (to include accessory buildings), application shall be made to the following department for a Zoning Permit:

Lowellville Zoning Department
140 E. Liberty St.
P.O. Box 124
Lowellville, OH 44436
Telephone: (330) 536-6415, Ext.103
Email: lowellvillezoning@gmail.com

II. Application Procedure:

a. The application for approval shall include the following information:

(1) A site plan of the following:

- (a) The dimensions of the lot (ie. lot width and lot depth).
- (b) Location of all buildings and other structures on the lot.
- (c) Required front, side, and rear yard building/structure setback lines with dimensions shown.
- (d) Proximity of structure to be built in relationship to other existing structures and property lines.

(e) **NOTE:** The **PROPERTY OWNER** bears responsibility for attaining a Zoning Permit. **DO NOT ASSUME** that a licensed Construction Contractor will attain a valid Zoning Permit.

b. **NOTE:** Dependent upon the type of construction, more detailed plans, prints, and pertinent information will be required to assist the appropriate departments in conducting an adequate review of the proposed structure.

c. The Zoning Department will review the application for a Zoning Permit, site plan, and other applicable material to determine conformance with the applicable zoning regulations.

d. Issuance of Zoning Permit:

Within thirty (30) days of receipt of the application, the Zoning Inspector (or their representative) shall issue a Zoning Permit if the application complies with the requirements of Village ordinances and the application is accompanied by the appropriate filing fee. If the application is refused for cause, the Zoning Inspector (or their representative) shall notify the applicant within thirty (30) days of such refusal and cause.

Each application shall clearly state that unless construction is started within one (1) year from the date of issuance, or substantially completed as determined by the structure, the Zoning Permit shall be void.

e. Any or all of the following shall cause the Zoning Permit to become void:

- (1) Use is changed from the original application.
- (2) The Zoning Permit issued is in conflict with Village ordinances.
- (3) There is any violation of a statute of the State of Ohio, a County code or regulation, and/or any condition on which the Permit was issued.
- (4) If the continuance of work becomes dangerous to life or property in the opinion of the Zoning Inspector (or their representative).
- (5) If any false statements or misrepresentations have been made on which the approval was based.

f. A notice of revocation of a Zoning Permit shall be in writing and shall be served upon the owner, their agent, or the person having charge of the work. A revocation notice shall be posted upon the building or operation in question by the Zoning Inspector (or their representative). After the notice is received, or posted, it shall be unlawful for any person to proceed with any operation for which such Zoning Permit was issued. No part of the fees for such Zoning Permit will be refunded.

g. Upon receipt of a refusal or revocation of a Zoning Permit, the property owner may appeal such decision to the Zoning Board of Appeals/Planning within three (3) days of receiving such notice from the Zoning Inspector (or their representative). The decision of the Zoning Board of Appeals/Planning shall be final.