



City of Upper Sandusky

Department of Zoning

109 S Sandusky Ave, Room 16

Upper Sandusky, OH 43351

Phone (419) 209-0476 • Fax (419) 294-6414

Zoning Permit Application

Submit on a separate sheet, a sketch showing and labeling the dimensions of lot(s), location, and dimensions of existing house and/or other buildings on the lot(s); also, sketch must show actual measured distances between buildings and from buildings to property/lot lines and from buildings to street/alley right-of-way lines. Property/lot and street/alley right-of-way lines must be labeled. Show work proposed by this application.

Project Address: _____

Application Date: _____ **Construction Cost: \$** _____

Type of Construction

- | | | |
|--|--|--------------------------------|
| <input type="checkbox"/> New Commercial or Industrial Building | <input type="checkbox"/> Commercial/Industrial Addition | <input type="checkbox"/> Fence |
| <input type="checkbox"/> New Single-Family Residence | <input type="checkbox"/> Residence Addition (Room/Garage/Deck) | <input type="checkbox"/> Pool |
| <input type="checkbox"/> New Multi-Family Residence | <input type="checkbox"/> Shed/Detached Accessory Structure | <input type="checkbox"/> Sign |

Lot Information

Lot Size: _____ Width _____ Depth _____ Sq. Ft./Acres _____

Property Owner

Owner: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Permit Applicant (if different than Owner)

Applicant: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Building Contractor: Name: _____ Phone #: _____

Structure Information

Dimensions of new structure: Length _____ Width _____ Height _____ Stories _____

Fence: Total Length _____ Height _____ Material/Type _____

Sign: Height _____ Width _____ Display Area _____ Lighted: Yes No

For Office Use Only:

This Construction Requires State Permits: Yes No Property Zoning: _____ Percent Occupied: _____

New Setbacks: Front _____ Rear _____ Side _____

Water Required: Yes No Sewer Required: Yes No Variance Required: Yes No

Fees: \$ _____ Date Paid: _____ Receipt Number(s): _____

Application Number: _____

Approved / Denied by: _____

Mayor Date

Zoning Inspector Date

“The Approval of This Application Shall Not Serve as Verification of the Area Requirements”

Applicant is responsible for ensuring measurements, lot lines, right-of-way and setbacks are accurate and bears all risk related thereto, along with all easements of record. The City encourages a new or recent survey be utilized.

By my signature below, I affirm and state that I have no delinquencies or past due outstanding balances due the City of Upper Sandusky, Ohio including, but not limited to: Taxes and/or Utility accounts.

By my signature below I affirm and state the above information I have provided is truthful, honest and accurate and I do personally attest thereto subject to prosecution for any untruthful, inaccurate or dishonest information.

Signature of Applicant/Owner: _____

Email Address of Applicant/Owner (print clearly): _____

Zoning Permit Application Notice-Property Lines, Utility, Easements

The issuance of a City of Upper Sandusky Zoning Permit is not an approval as to the intended structures construction standard, endorsement in any way as to the structure's ability to serve or carry out its intended purpose, associated drainage/grading adequacy, or legal placement upon the property.

The property owner is the party responsible for and is urged to follow safe and sustainable building standards including foundation and grading characteristics so that full benefits are realized from the proposed improvement project.

The property owner and/or applicant accept sole and absolute responsibility for structural/building design, layout, and construction means and methods. This includes sturdiness HVAC, insulation, and any other technical building issues. The property owner also must acquaint themselves as to the impact of the proposed project on surrounding property(s) as it relates off-site drainage patterns.

The property owner accepts sole responsibility for the accurate representation of any property lines, utility of other easement corridors, rights of way, building setbacks or other notations germane to the property. The property owner warrants that any building or structural plans, sketches, or drawings submitted to the City of Upper Sandusky for any purpose is appropriately placed and scaled. The city urges the property owner carefully obtain and document the Geometry of the lot. This may involve deed research, conversation with adjoining neighboring property owners, obtaining an accurate survey, or use of the Wyandot County Tax Map GIS: <https://portico.mygisonline.com/html5/?viewer=wyandotoh>

Pursuant to and in compliance with City Ordinance Nos. 175-7, 176-7, and 177-7 and the application on file with the City Council, this document will become part of building permit process Agreed to by the property owner affixing his/her signature below.

Name (signed) _____

Name (printed) _____

Address _____

Note: The Issuance of this permit is subject to appeal by an aggrieved party within 20 days of its issuance. If such an appeal is made, the permit is invalid until reaffirmed by the Board of Zoning Appeals.



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Project Sheet Drawing Page

This page is attached for convenience purposes only.

For an overview of property information, lot lines, and other useful boundaries, please reference the Wyandot County Tax Map GIS here: <https://portico.mygisonline.com/html5/?viewer=wyandotoh>