



COMMERCIAL ZONING PERMIT PROCESS

CONTACT ZONING INSPECTOR

- Review initial site plan:
 - Permitted use
 - Lot coverage
 - Setbacks
 - Parking requirements
- Review landscaping requirements and exterior design review requirements.
- Plan drawing submittals to be no larger than 24"x36" sheets (22"x34" recommended)

Exterior Design Review required to be approved by the Design Review Board prior to approval and issuance of zoning permit. \$250.00 application fee.

Submit 12 sets of drawings of the exterior of structure for design review per Codified Ordinance Chapter 1144. Zoning Inspector will submit to the Design Review Board for their next regularly scheduled meeting for review and approval. Design Review deadline is 9 working days prior to the meeting date of the second Wednesday of each month.

Landscape Plan required to be approved by Design Review Board prior to approval and issuance of zoning permit. Application fee included in Exterior Design Review process.

Submit 12 sets of drawings of the Landscape Plan per Codified Ordinance Chapter 1140. Zoning Inspector will submit to the Design Review Board with the exterior design review for their next regularly scheduled meeting for review and approval. Shade Tree deadline is 9 working days prior to the meeting date of the second Wednesday of each month.

EXTERIOR DESIGN REVIEW AND LANDSCAPE PLAN REVIEW ARE BOTH REVIEWED BY THE DESIGN REVIEW BOARD

CONTACT CITY ENGINEER

Storm water requirements required to be approved by City Engineer prior to approval and issuance of zoning permit.

Discuss storm water retention/detention. After meeting with City Engineer, submit storm water retention/detention plans to be reviewed and approved.

CONTACT WATER SUPERINTENDENT

Water details required to be approved by Superintendent of Water prior to approval and issuance of zoning permit.

Review domestic/fire water line demands and requirements. Also review location of water service line(s) from water main to building. Will need plumbing details (including water meter details) inside building where the water meter will be located, including placement of backflow preventer with details of backflow preventer.

CONTACT FIRE DEPARTMENT

Review need or requirements for any new fire hydrants that will be required for fire safety.

CONTACT WASTEWATER TREATMENT PLANT SUPERINTENDENT

Sanitary sewer details required to be approved by Superintendent of Wastewater prior to approval and issuance of zoning permit.

Review sanitary sewer availability. Also review location of sanitary sewer service lines from sanitary line to building.

SUBMIT FINAL SITE PLAN

Include:

- Curb cut locations
- Sidewalk details
- Driveway approach details

Engineering/utility plans required (minimum, not exclusive):

- Developed site plan
- Site grading plan (may include storm water control)
- Storm water control plan – storm water calculations separate document to be provided
- Site utility plan
- Site and utility details
- Landscape plan (if separate submittal)
- Erosion control plan – SWP3 document (separate document per Ohio EPA requirements)
- Plumbing Plan (for flows and discharges)
- All City utilities:
 - Where lines will be located
 - Size of lines
 - Size of meters
- Parking requirement:
 - # of parking spaces
 - Size of parking spaces
- Building (s) with dimensions:
 - Size of lot
 - Setbacks

SUBMIT THREE SETS OF CONSTRUCTION DRAWINGS

To be distributed by Zoning Inspector to Fire Safety Officer and Water Superintendent. One set of drawings remain in Zoning Department.

AFTER ALL REVIEWS

Zoning permit issued by the zoning inspector

All fees will be collected:

- ❖ Zoning permit fee
- ❖ Fire inspection
- ❖ Sidewalk/curb cut inspection
- ❖ Water fees
- ❖ Sewer tap fees
- ❖ Parkland development fees
- ❖ 8% inspection fee if over one acre site
- ❖ Developer's agreement if over one acre site
- ❖ Construction drawing review

The Union County Building Department will not issue a building permit until such time a zoning permit is presented to them by the applicant.