

# Village of Terrace Park, Ohio

428 Elm Avenue

Terrace Park, Ohio 45174

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\*Incorporated 1893\*

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## BUILDING AND ZONING DEPARTMENT REQUIREMENTS AND PROCEDURES

Data required for permit filing

1. **LETTER FROM BOARD OF HEALTH SHOWING SITE APPROVAL WHEN THE YARD AREA IS BEING REDUCED BY HARD SURFACES, NEW STRUCTURES OR EXISTING STRUCTURES BEING EXPANDED. SEE ATTACHED FORM. NO APPLICATIONS FOR PERMIT WILL BE ACCEPTED WITHOUT THIS LETTER.**
2. Building permit application form completed and signed.
3. A survey of the property signed and stamped by a professional. The survey must include the following:
  - A. Lot survey by meets and bounds.
  - B. Survey site plan showing locations of all structures by dimensions to the property lines. This is to verify zoning set back requirements.
  - C. Streets, alleys and rights-of-way.
  - D. Topo/elevations of property and structures.
  - E. Storm water design solutions.
  - F. Driveways, patios, walks, retaining walls and all accessory structures.
  - G. Street trees in the right of way.
  - H. Fire hydrant locations.
4. Three sets of building drawings with one extra site/survey.
5. The applicant will be required to log in the application at the Village Office by date and time. **If the above data is not complete, the zoning office will log the job out and notify the applicant.**
6. For applications that are in order, a zoning review will be completed in 3 working days. Applicants will be notified of the zoning status by telephone or letter.
7. Non-compliance projects will be processed to the Zoning Board of Appeals after the applicant satisfies all the ZBA appeals filing requirements.
8. Projects of compliance will have the survey/site plan reviewed by the Village Engineer. After his approval the building department will review the plans for permit or re-submittal within 3 working days.
9. Site inspections will be made on a 24 hour notice – same day inspections are not possible.