

**DIRECTIONS
TO COMPLETE
DANBURY TOWNSHIP APPLICATION FOR ZONING PERMIT**

Following are step by step instructions to complete the application for zoning permit form. Zoning requirements can be found on the Township's website at www.danburytownship.com.

- 1. Location of Property:** This is the street address. If you are uncertain of the address, or if no address has been assigned yet, contact the Ottawa Regional Planning Commission office at 419-734-6780. The Planning Commission does not assign addresses in Lakeside. If you live in the Lakeside subdivision, contact the Municipal Services Director at 419-798-4461, ext. 238 to obtain your street address.

Section and Lot: The original Firelands Survey divided the township into 4 sections with each section divided into lots (known as great lots). If you are uncertain of the section and lot number leave these lines blank.

Subdivision: If your property is located in a subdivision, list the name here. Examples of subdivisions within the township are *Avalon-on-the-Bay*, *Channel Grove*, *Danbury Cove*, *Emerald Shores*, *Lakeside*, *Meadowlands*, *Townsend Beach*, *Wright's*, etc. If your property is not in a subdivision leave this line blank.

Sub-Lot and Block: Property within a subdivision is divided into lots (known as sub-lots so as not to be confused with great lots). Please list your lot number(s) here. In addition to lots, some subdivisions are also divided into blocks. The blocks may be designated by numbers (such as in Lakeside and Avalon-on-the-Bay) or by letters (such as in Gravel Bar and Townsend Beach). If your property is not in a subdivision, leave these lines blank.

- 2. Name of Land Owner:** Name(s) appearing on the deed to the property.
Address and Phone No.: Mailing address of the property owner including zip code. Phone number listed should be a number where the property owner can usually be reached.
- 3. Occupant:** If the owner of the property is also the occupant of the property write "same". If the property is rented, leased, occupied by a business or used by anyone other than the owner, enter that name on this line.
Phone No.: List a phone number where the occupant can usually be reached.
- 4. Proposed Use:** Explain the actual use for which you are applying, such as: "new dwelling"; "garage"; "privacy fence"; "boat sales and repair"; "boat dock"; "deck"; etc., then check the item or items listed below this line which apply.
Zoning District: The zoning districts in Danbury Township are "A", "R-1", "R-2", "R-3", "L", "C-1", "C-2", "C-3", "R-C", "M-1", "M-2", "MHP" and "PUD". If you are not sure how your property is zoned, contact the zoning office to obtain this information.

5. **Attach sketch of lot:** Every application for a zoning permit must be accompanied by a sketch, also known as a “site plan” or “plot plan” along with such other plans as may be necessary to show the location and type of buildings to be erected or made. Each plan shall show the street or streets providing access to the lot, the direction of North, the actual dimensions of the lot, the actual dimensions of the yard and other open spaces, the location and size of any existing structures on the property, the location and size of the proposed structure and/or the proposed enlargement of the existing structure. Using the figures shown on the sketch, complete the following:
- A. Main road frontage – This is the width of the property along the roadway. If the lot fronts on more than one street, list the dimension along one street as the main road frontage, the other will be shown as the depth or rear yard clearance depending on the location of the other road or roads.
 - B. Setback from side of road right-of-way – This is the front setback as measured from the front property line to the nearest point of a building. In most cases your front property line is the edge of the road right-of-way. In rare circumstances, people own to the center line of the road, in which case this measurement needs to be from the edge of the right-of-way, not the center of the road. You may need to contact the State, County or Township (depending on who maintains the road) if you are uncertain of the right-of-way width. In cases where property fronts on the water of Lake Erie, Sandusky Bay or any of the harbors, owners have the option of showing their front setback as the measurement from the water’s edge to the nearest point of the building. The distance from the building to the edge of the road right-of-way would then be shown as the rear yard setback.
 - C. Side yard clearance – These are the side yard setbacks measured from the side property lines to the nearest part of a building. Please denote sides as either north, south, east or west and then show the number of feet. ***Please note that all setbacks, front sides and rear, are measured to the nearest part of the building. The nearest point is that portion which projects the furthest such as a deck, porch, balcony or roof overhang.***
 - D. Rear yard clearance – This is the rear setback or measurement from the rear lot line to the nearest point of the building. If this is a waterfront lot, the rear yard clearance can be the distance from the road right-of-way to the nearest point of the building.
 - E. Depth of lot from right-of-way – This is the depth of the lot measured from the front property line (edge of right-of-way if you own to the center of the road) to the rear property line.
 - F. Dimensions of building – The width and depth of whatever you are building. If this is a new structure, list the dimensions for the entire building. If this is an addition to an existing building, such as a room addition, porch, deck, etc. list only the dimensions of the addition.
 - G. Highest point of building above the established grade – Building height is the vertical distance measured from the finished grade around the building to the highest point of the roof. It is calculated by averaging the height measured at the four corners of the structure.

6. Buildings Use: List the actual use of the building.

Number of stories – number of floors in the structure you propose to build.

Basement – write yes or no

Off street parking – the total square footage of available parking on your property. Examples: A 20ft. x 30ft. driveway contains 600 square feet (sf).. A 24ft. x 26ft. garage plus a 20 ft x 25 ft driveway provides a total of 1124 sf.

Area of structure. Permit fees are based on the total square footage of the structure being built. To calculate square feet (sf) multiply the width times the depth. If the application is for a new house, list the square footage of living space per floor as well as the square footage for any attachments (garage, carport, deck, porch, breezeway, etc.). If the application is for an addition to an existing building list the square footage for the addition only. If the application is for an accessory building or commercial building list the total square footage of the building plus any attachments. If the application is for a fence or boat dock list the total lineal feet (length) under “Remarks” in item 8 below.

Remarks. This section is provided to allow you to list any other information you might like to provide.

Property Pins. If you have located the pins marking the boundaries of your property or if you have had a recent survey completed, please note that here.

Signature. Be sure to sign on the line marked “applicant”. By signing the application you attest to the accuracy of the information provided.

In addition to a site plan, applications for new dwellings, new commercial buildings or additions to existing buildings will need to submit a copy of the floor plan and exterior elevations (all four sides) drawn either to scale or with accurate dimensions indicating room sizes and overall building height from the finish grade.

**Submit completed application form, site plan, other drawings and fee to
Danbury Township
5972 E. Port Clinton Rd.
Marblehead, OH 43440**

Phone: 419-734-6120

**Office hours are 9:30 a.m. to 1:30 p.m. Monday through Friday.
Closed all legal holidays.**

Permits are valid for a period of one year

False information provided on the application, whether intentional or not, could result in the permit being revoked at any time.

