



COUNTY DEVELOPMENT PERMIT

419-337-9214 152 - S Fulton St, Wauseon, OH 43567 christyshadbolt@fultoncountyoh.com

The fee to file this application is \$50.00, no matter the type of structure you wish to build. Fees may be paid by cash or check. We currently do not accept online payment of any kind.

If paying by check, please make it out to:

Fulton County Regional Planning Commission
152 S Fulton St
Wauseon, OH 43567

This application may be submitted:

- Via mail
- In-person
- Via email to christyshadbolt@fultoncountyoh.com

Why you need to fill out a permit:

Per Section 345 of the Fulton County Subdivision Regulations, a “Development Permit” is required in the areas that are not zoned. The purpose of the development permit is to regulate the road setback requirements of the county subdivision regulations, county flood plain regulations, township and county drainage requirements, Fulton County health regulations, and county access requirements.

Driveway Permitting Instructions:

If you will need to install a driveway as part of your current or upcoming project(s), please make sure you visit <https://fultoncountyoh.com/268/Forms>. The application you fill out and submit depends on which entity owns the road that the proposed driveway would access. If you are not sure who owns the section of the road your proposed driveway would access, please call the Engineer's Office at 419-335-3816.

After that, select your appropriate application and follow these instructions.

- Township-owned road – turn in application to blongnecker@fultoncountyoh.com
- County-owned road – turn in application to blongnecker@fultoncountyoh.com
- State-owned road — For application, contact Ohio Department of Transportation's Bowling Green District 2 Office at 419-353-8131.



Development Permit Application

Applicant Information:

Application #: _____

Name of Applicant: _____

Phone: _____ Email: _____

Property Owner Information:

Owner's Name: _____

Address: _____

Phone: _____ Email: _____

Information about the Parcel Where Construction Will Occur:

Address: _____ City: _____ State: _____

Zip: _____ Parcel Number: _____ Township: _____

Water: Public Private None

Sewer: Public Private None

Nature of Existing Land Use:

- Agricultural/Residential Commercial Undeveloped
 Industrial Manufactured Home Park

What are you applying to construct? (Select one (1) type of structure per application.)

Main Structures

Secondary/Ancillary Structures

- | | | |
|---|---|---|
| <input type="checkbox"/> Single-Family Dwelling | <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Pool |
| <input type="checkbox"/> 2-Family Dwelling | <input type="checkbox"/> Addition | <input type="checkbox"/> Free-Standing Sign |
| <input type="checkbox"/> Multiple-Family Dwelling | <input type="checkbox"/> Fence | <input type="checkbox"/> Wall Sign |
| <input type="checkbox"/> Commercial Building | <input type="checkbox"/> Deck | <input type="checkbox"/> Home Occupation |
| <input type="checkbox"/> Industrial Building | <input type="checkbox"/> Porch | (For Home Based Businesses) |
| <input type="checkbox"/> Manufactured Home Park | <input type="checkbox"/> Pond* | |

- Cell Tower

To build a pond, you must live on 2+ acres and submit a pond permit application.

Dimensions: _____ X _____ X _____ **Lot Size:** _____ Acre(s)
Length Width Max. Height

Estimated Total Cost of Construction: \$ _____

Contractor Information:

Name: _____ Email: _____ Phone: _____

Applicant/Contractor Signature

Date of Submission

Site Plan Guidelines

With your site plan, please include:

- The dimensions of the proposed structure.
- The distance between the proposed structure and all lot lines.
- The distance between the proposed structure and all other structures.
- The distance between the proposed structure and any existing water source(s) and sanitary sewer systems.
 - This may be your public water and sewer lines, your private well and leach field, or some other combination.
- All proposed driveways.

Water and Sewer Questionnaire – New Structures

If you are applying to build a structure that will need water or sewer, please fill this out.

Water

- Will your structure need a water hookup?

Yes No

- If “Yes”: Does your property have access to a public water line?

Yes No

- If it does, please provide written approval with your application from the municipality whose water line you will be hooking up to and/or are currently hooked up to. This may be an email from a city or village official.

- If it does not, please answer the following questions:

- Have you applied for a permit to install a private water system with the Health Dept.?

Yes, my permit # is _____(see receipt) No

- Has that private water system been installed?

Yes No

If you answered “No” to either question, we recommend contacting the Health Dept. at 419-337-0915 before submitting your application to lower total review time.

- If “No”: Please move on to sewer section.

Sewer

- Will your structure need a sewer hookup?

Yes No

- If “Yes”: Does your property have access to public sewer?
Yes No

- If “Yes” : Please provide written approval with your application from the municipality whose sewer line you will be hooking up to and/or are currently hooked up to. This may be an email from a city or village official.
- If “No”: Have you applied for test holes to be dug by the Health Dept. for a soil evaluation? *This will determine the suitability of a parcel to support a private sanitary sewer system.*
Yes, my receipt number is _____ No

If you answered “No”, we recommend contacting the Health Dept. at 419-337-0915 before submitting your application to lower total review time.

- If “No”: Please move onto the next page.

FAQs

1) What this application is for:

- If you live in the township of Dover, Gorham, Pike, Royalton, or parts of Swancreek within Fulton County, OH and want to build a structure on your property.

2) How many permits do I need?

- You need one permit for every main or secondary structure you build.
 - For example, if you want to build a single family dwelling and a pole barn, you would need two applications. The applications can be submitted at separate times, if need be.

3) Who reviews my application?

- Fulton County Regional Planning Commission
- Fulton County Engineer's Office
- Fulton County Health Department

4) When will my development permit be issued?

- Usually about a month from the date you turn in your completed application and pay the fee.
- The Regional Planning Commission will issue your permit via email to the email address listed on your application.

5) What if the Regional Planning Commission denies my permit application?

- You can appeal the Regional Planning Commission's decision to deny your application to the Fulton County Board of Commissioners.

Next step:

- The applicant must submit a Memo of Request to be heard on the Commissioners' Agenda.

Note:

- The Commissioners meet at 9:30 am EST every Tuesday and Thursday. They meet at 152 S Fulton St 2nd floor, Wauseon, OH 43567.

Fulton County Review Standards for Development Permits

Regional Planning Commission

1. Must comply with the minimum front setback of 75' from the road's proposed Right of Way.
2. The structure is not built on top of wetlands.
3. The structure is not built on top of a floodplain or floodway.
 - a. There are certain cases where structures can safely be built within a flood plain. The Regional Planning Commission will direct you to the appropriate resources.

Health Department

1. The approval of your development permit application must allow for all Fulton County Health Department standards to be met.
 - a. This includes, but is not limited to the categories of:
 - i. Sewage disposal
 - ii. Water supply

Engineer's Office

1. The approval of your development permit application must allow for all Fulton County Engineer's Office standards to be met.
 - a. This includes, but is not limited to the categories of:
 - i. Storm water drainage
 - ii. Access management