

# COUNTY ZONING PERMIT

419-337-9214

152 S Fulton St, Wauseon, OH 43567

christyshadbolt@fultoncountyoh.com

The fee to file this application depends on 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

## **Main Structures**

- Single-Family Dwelling \$50.00
- 2-Family Dwelling \$75.00
- Multiple-Family Dwelling \$75.00  
Each unit in excess of 3 is \$20.00 extra
- Commercial or Industrial Building
  - Up to 8,000 sq. ft. \$100.00
  - 8,001 – 20,000 sq. ft. \$300.00
  - Over 20,000 sq. ft. \$500.00
- Manufactured Home Park \$75.00  
(2-5 lots)
- Cell Tower \$50.00
- Co-Located on Cell Tower \$15.00

## **Secondary/Ancillary Structures**

- Accessory Building \$25.00
- Addition \$25.00
- Fence \$25.00
- Deck \$25.00
- Porch \$25.00
- Pool \$25.00
- Free-Standing Sign \$50.00
- Wall Sign \$25.00
- Home Occupation \$50.00  
(For Home Based Businesses)
- Pond\* \$25.00

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

## **Additional Permits May Be Required:**

### **Driveway Permit:**

If you need to install a driveway as part of your current or upcoming project(s), please make sure you visit [fultoncountyoh.com/345/Driveway-Permits](http://fultoncountyoh.com/345/Driveway-Permits), or call the Regional Planning Commission at 419-337-9214.

The application you submit depends on which entity owns the road 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:

1. **Township-Owned Road:** Submit application to [blongnecker@fultoncountyoh.com](mailto:blongnecker@fultoncountyoh.com)
2. **County-Owned Road:** Submit application to [blongnecker@fultoncountyoh.com](mailto:blongnecker@fultoncountyoh.com)
3. **State-Owned Road:** For an application, contact Ohio Department of Transportation's Bowling Green District 2 Office at 419-353-8131.

**Flood Plain Development Permit:**

As part of the National Flood Rate Insurance Program (NFRIP), the federal government establishes the location of flood ways and their flood plains. As such, the Zoning Inspector will always review your site plan relative to that map. If any part of your project is in a flood plain, you may be required to apply for a Flood Plain Development Permit. Those permits are reviewed and issued by the Flood Plain Administrator.

**Wetlands Permit:**

If wetlands would be impacted by your project, an OEPA 401 Permit and U.S. Army Corps of Engineers 404 Permit may be required and should be submitted with the zoning permit. Issuance of a Fulton County Zoning Permit does not absolve the landowner from obtaining 401 and 404 Permits if required.

**Haul Route Permit:**

If the pond spoil is to be hauled away from the site a copy of the Haul Route Permit (issued by the Fulton County Engineer) must accompany the pond plan.

**Ditch Alteration:**

Although new structures have varying setback distance requirements, major projects might involve grading land in a way that might alter a ditch, stream, or watercourse. The proposed alteration of ditches, drains or watercourses requires a permit issued by the County Engineer.

An OEPA 401 Permit and a U.S. Army Corps of Engineers 404 Permit may also be required and should be submitted with the pond plan. Issuance of a Fulton County Pond Permit in this circumstance does not absolve the landowner from obtaining 401 and 404 Permits if required.

**Issuance of a County Zoning Permit Is Valid for One (1) Year:**

A Fulton County Zoning Permit is valid for one year from the date it was issued. That is, if the County Zoning Inspector issues you a permit to build a shed on 1/1/2022, you will have until the end of 1/1/2023 to start construction. Otherwise, the permit will expire and you will need to reapply.



**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 “No”:

Please move on to sewer section.

If “Yes”:

Does your property have access to a public water line?

Yes  No

If “Yes”

: 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 “No”, 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

If “Yes”:

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.*

## Sewer

Will your structure need a sewer hookup?

Yes  No

If "N o":

Please move on to next section.

If  
"Yes":

Does your property have access to a public sewer line?

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 "N o":

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.*

# 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.

## Review Standards

### 1) Must comply with all applicable zoning regulations of the parcel's zoning district.

- The structure meets the setback and height standards for its zoning district.

**Setback Lines** a.k.a. "Setbacks" indicate the points on your property behind which you are able to apply to build new structures. Setback Lines are "set-back" behind the road Right-of-Way line to ensure residential safety from traffic accidents, among other things.

A road **Right-of-Way** refers to land that has been dedicated for public use. This land's centerline runs through the middle of a public road. The width of a Right-of-Way often extends many feet past the actual width of the road. Dedicating Right-of-Ways for roads allows legal access to emergency vehicles to the roadside and future road expansion, among other things. Right-of-Way widths vary per road.

- The ground coverage standards for the applicable district are met.
- The structure is not built on top of wetlands.
- The structure is not built on top of a floodplain.

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.

### 2) The approval of your zoning permit application must allow for all Fulton County Health Department standards to be met.

- This includes, but is not limited to the categories of:
  - Sewage disposal
    - System is up-to-date
    - System is permitted
    - New structures are at least 10' away from the sewer system.
  - Water supply
    - System is up-to-date
    - System is permitted
    - New structures are at least

### 3) The approval of your zoning permit application must allow for all Fulton County Engineer's Office standards to be met.

- This includes, but is not limited to the categories of:
  - Storm water drainage
  - Access management

## FAQs

**1) What is this application for?**

If want to build on a parcel located in one of the following county-zoned townships: Amboy, Franklin, Fulton, or York Township, located within Fulton County, OH.

**2) How many permits do I need?**

You need one permit for every structure you build that we require Zoning Inspector review for. For example, if you want to build a single family dwelling and a pole barn, you will need two applications. The applications can be submitted at separate times, if necessary.

**3) Who reviews my application?**

The County Zoning Inspector, County Engineer's Office, and County Health Department all review your permit application.

**4) When does my permit expire?**

You have 1 year from the date of issuance to start construction. If you are issued a zoning permit on 1/1/2022, you must start construction by the end of 1/1/2022, or you will need to reapply for another zoning permit. As long as construction starts within one year, you do not need to reapply. (See Section 100-21.6, "Appeals".)

**5) When will my zoning permit be issued?**

Usually about a month from the date you turn in your completed application and pay the fee.

The Zoning Inspector will issue your permit to the applicant's email on the application.

**6) What if the County Zoning Inspector denies my permit application?**

You can appeal the Zoning Inspector's decision to deny your application to the Fulton County Board of Zoning Appeals. Both require the Board of Zoning Appeals to schedule a public hearing.

You have two options:

**1. File an Application to Appeal the Decision of a County Official**

Application is on RPC web page.

Choose this option if you believe that your proposed structure would be allowed within the current zoning code.

\$150.00 filing fee

BZA's decision ~3-4 weeks from when you turned in a completed application.



## **2. File a Zoning Variance Application**

Application is on RPC web page.

Choose this option if you can justify that an exception should be made to the zoning code to allow your proposed structure.

\$150.00 filing fee

BZA's decision ~3-4 weeks from when you submit a completed application.

## **7) What if I don't like the outcome of the public hearing?**

“Any person adversely affected by a decision of the Board of Zoning Appeals may appeal to the Court of Common Pleas of Fulton County on the grounds that such decision was unreasonable or unlawful. The Court may affirm, reverse, vacate or modify the decision complained of in the appeal.” (See Section 100-21.6, “Appeals”.)