



Village of Commercial Point

P.O. Box 56  
Commercial Point, Ohio 43116  
(614) 877-9248

**Principal Structure Application**

Date Received: \_\_\_ / \_\_\_ / \_\_\_

**Property Information**

Street Address: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_  
Lot Number (subdivision only): \_\_\_\_\_

Zoning Classification: \_\_\_\_\_  
Road Frontage: \_\_\_\_\_  
Depth of Lot: \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Type of Property:**

\_\_\_ Residential (number of units if applicable): \_\_\_\_\_      \_\_\_ Commercial / Industrial

**Purpose for Application:**

\_\_\_ New Construction    \_\_\_ Demolition    \_\_\_ Remodel / Structure Change / Addition (description) \_\_\_\_\_

Attach a drawing of the lot showing existing buildings and proposed construction for which this application is made. Fill in all dimensions, and indicate which direction is north.

**Building Description (if applicable):**

Total Square Footage \_\_\_\_\_      1<sup>st</sup> Floor \_\_\_\_\_      2<sup>nd</sup> Floor \_\_\_\_\_  
(Usable floor space designed for use as living quarters exclusive of basements, porches, garages, and attics.)

Building Dimensions:    Width \_\_\_\_\_    Depth \_\_\_\_\_    Height above grade \_\_\_\_\_

Setback from centerline of road: \_\_\_\_\_    \_\_\_ North    \_\_\_ South    \_\_\_ East    \_\_\_ West

Rear yard clearance to property line: \_\_\_\_\_    \_\_\_ North    \_\_\_ South    \_\_\_ East    \_\_\_ West

Side yard clearance to property line: \_\_\_\_\_    \_\_\_ North    \_\_\_ South    \_\_\_ East    \_\_\_ West

Side yard clearance to property line: \_\_\_\_\_    \_\_\_ North    \_\_\_ South    \_\_\_ East    \_\_\_ West

Off street parking (total square footage, commercial / Industrial applications only): \_\_\_\_\_

Contractor's Name (if applicable): \_\_\_\_\_      Contractor's Phone Number: \_\_\_\_\_

*The Undersigned hereby applies for a zoning certificate, to be issued on the basis of the representation contained herein, all of which the applicant swears to be true. The applicant further agrees to conform to all zoning regulations in force on the date of the application for the area represented.*

Applicants Signature: \_\_\_\_\_      Date: \_\_\_ / \_\_\_ / \_\_\_      Fee Paid: \_\_\_\_\_

**Zoning Certificate is:**

\_\_\_ Approved    \_\_\_ Denied

Zoning Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If denied, reason for denial: \_\_\_\_\_

\_\_\_\_\_



**Guidelines for Submission of Application**

1. All completed applications must be filed with the Municipal Office prior to the start of any work.
2. All fees and costs must be submitted with completed applications.
3. The rear corner property-line survey pins must be located, marked and visible for the Zoning Administrator prior to the submission of this application.
4. The location of the principal structure to be built or modified must be clearly outlined, marked and visible for the Zoning Administrator prior to the submission of this application.
5. A plot plan must be submitted with this application. The plot plan should indicate the following:
  - A. All existing structure locations.
  - B. The proposed project location.
  - C. All property line boundaries.
  - D. Direction indicator
  - E. Measurements of all existing structures, boundary lines and the proposed structure to be built or modified.
6. Parcel numbers may be obtained from the Pickaway County Auditors website or by calling the Pickaway County Auditor's Office at (740) 474-4765.
7. The Village of Commercial Point reserves the right to thirty (30) days for all inspections to be completed prior to a zoning permit being issued. The applicant will be contacted by the Zoning Department after a decision has been made on the application.
8. A variance may be requested by any applicant that has been denied a zoning certificate by submitting the proper forms and fees to the Municipal Office.
9. All approved zoning permits are valid for one (1) year from the date of approval.
10. It is the applicant's responsibility to contact the Pickaway County Building Department for any building permits that may be required. Do not include any architectural drawings with this application. The Pickaway County Building Department may be reached at (740) 477-8282.
11. Approval of this application does not supersede any Home Owner Associations guidelines or requirements if applicable. It is the applicant's responsibility to contact the Home Owner Association for additional approvals if required.

**Principal Structure**

**Fee**

|  |   |
|--|---|
| Single Family Dwelling – New Construction  | \$500.00 plus Parks & Recreation Fee*   |
| Multi-Unit Dwelling – New Construction     | \$500.00 per unit plus Parks & Recreation Fee*  |
| Residential Building – Remodel             | \$200.00  |
| Residential Building – Structure Change    | \$200.00  |
| Residential Building – Addition            | \$200.00  |
| Commercial / Industrial – New Construction | \$500.00 plus \$15.00 per 100 sq. ft. or portion thereof plus Parks & Recreation Fee* |
| Commercial / Industrial – Remodel          | \$500.00 plus \$15.00 per 100 sq. ft. or portion thereof.                             |
| Commercial / Industrial – Structure Change | \$500.00 plus \$15.00 per 100 sq. ft. or portion thereof.                             |
| Commercial / Industrial – Addition         | \$500.00 plus \$15.00 per 100 sq. ft. or portion thereof.                             |

\*Parks & Recreation Fee \$0.35 per sq. ft. with a minimum fee of \$500.00 and a maximum fee of \$7,500.00.

***A 50% late fee may be applied by the Zoning Administrator on all permits filed after the work has begun.***