

LIBERTY TOWNSHIP ZONING PERMIT APPLICATION INFORMATION

ZONING PERMITS REQUIRED

No buildings or other structure, except buildings or structures used exclusively for agricultural purposes, shall be erected, moved, added to, structurally altered, nor shall any building, structure, or land be established or changed in use without a permit therefore issued by the Zoning Inspector. The Zoning Inspector shall not issue a permit that does not conform with the provisions of the Liberty Township Zoning Resolution unless he receives a written order from the Board of Zoning Appeals deciding an appeal, conditional use, variance, planned unit development, or manufactured/mobile home park as provided by the Resolution.

The Zoning Resolution is posted at <http://www.fairfieldcountyohio-libertytownship.org>

APPLICATION FOR A ZONING PERMIT

Application forms are available by contacting the Liberty Township Zoning Department at 740-862-6691 or writing the Zoning Administrator in care of the township at 2060 Reynoldsburg-Baltimore Rd. NW, Baltimore, Ohio 43105. The application for zoning permit shall be signed by the owner or applicant attesting to the truth and exactness of all information supplied on the application. Each application shall clearly state that the permit shall expire and may be revoked if work has not begun within one year or substantially completed within two and one-half (2 1/2) years. At a minimum, the application shall contain the following information:

- A. Name, address, and phone number of the applicant.
- B. Legal description of the property.
- C. Existing use.
- D. Proposed use.
- E. Zoning District.
- F. Plans in duplicate drawn to scale, showing the actual dimensions and the shape of the lot to be built upon; the exact size and location of existing buildings on the lot, if any, and the location and dimensions of the proposed building(s) or alteration.
- G. Building heights.
- H. Number of off-street parking spaces or loading berths.
- I. Number of dwelling units.
- J. A certificate of approval by the health officer of Fairfield County of the proposed method of water supply and disposal of sanitary wastes in every case where the lot is not provided with public water supply and/or disposal of sanitary wastes by means of public sewers.

- K. Such other materials as may be necessary to determine conformance with, and provide for the enforcement of the Zoning Resolution.
- L. The application fee for the appropriate zoning permit. The fee schedule is posted at <http://www.fairfieldcountyohio-libertytownship.org>

Contact the Zoning Department to make an appointment to submit the application or mail application to Liberty Township Zoning Department, 2060 Reynoldsburg Baltimore Rd. NW, Baltimore, Ohio 43105.

APPROVAL OF ZONING PERMIT

Within thirty (30) days after the receipt of an application, the Zoning Inspector will either approve or disapprove the application in conformance with the provisions of the Zoning Resolution. All zoning permits, however, shall be conditional upon the commencement of work within one year. One copy of the plans shall be returned to the applicant by the Zoning Inspector after he shall have marked such copy either as approved or disapproved and attested to same by his signature on such copy. One copy of the plan, similarly marked, shall be retained by the Zoning Inspector. One copy of the application shall be forwarded by the Zoning Inspector to the County Auditor upon issuance of the Certificate of Occupancy. The Zoning Inspector shall issue a placard, to be posted in a conspicuous place on the property in question, attesting to the fact that the use or alteration is in conformance with the provisions of the Zoning Resolution.

LAND ON OR NEAR STATE HIGHWAYS

Before any zoning permit is issued affecting any land within three hundred (300) feet of the centerline of a proposed new highway or a highway for which changes are proposed as described in the certification to local officials by the Director of Transportation or any land within a radius of five hundred (500) feet from the point of intersection of said centerline with any public road or highway, the Zoning Inspector shall give notice, by registered mail, to the Director of Transportation, and he shall not issue a zoning permit for one hundred twenty (120) days from the date the notice is received by the office. If notified that the State is proceeding to acquire the land needed, then a zoning permit shall not be issued. If notified that acquisition at this time is not in the public interest or upon the expiration of the one hundred twenty (120) day period or any agreed upon extension thereof, a permit shall be granted if the application is in conformance with all provisions of the Zoning Resolution.

EXPIRATION OF ZONING PERMIT

If the work described in any zoning permit has not begun within one year from the date of issuance thereof, said permit shall expire; it shall be revoked by the Zoning Inspector; and written notice thereof shall be given to the person affected. If the work described in any zoning permit has not been substantially completed within two and one-half (2 1/2) years of the date of issuance thereof, said permit shall expire and be revoked by the Zoning Inspector, and written notice thereof shall be given to the persons affected, together with notice that further work as described in the canceled permit shall not proceed unless and until a new zoning permit has been obtained or extension granted.

CERTIFICATE OF OCCUPANCY

- A. It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, change, converted, or wholly or partly altered or enlarged in its structure until a certificate of occupancy shall have been issued therefore by the Zoning Inspector stating that the proposed use of the building or land conforms to the requirements of the Zoning Resolution.
- B. Certificates of Occupancy shall be applied for coincident with the application of zoning permit, and shall be issued within ten (10) days after notice by the applicant that the exterior erection or structural alteration of such building shall have been completed in conformity with the provisions of these regulations.
- C. Temporary Certificate of Occupancy: A temporary certificate of occupancy may be issued by the Zoning Inspector for a period not exceeding six (6) months during alterations or partial occupancy of a building pending its completion.
- D. Record of Certification of Occupancy: The Zoning Inspector shall maintain a record of all certificates of occupancy and a copy of any individual certificate shall be furnished upon request to any occupancy or his legally authorized representative.

VIOLATION

- A. Failure to Obtain a Zoning Permit or Certificate of Occupancy: Failure to obtain a zoning permit or certificate of occupancy shall be a violation of the Zoning Resolution and punishable under Section 4.08 D of the Resolution.
- B. Construction and Use to be as Provided in Application, Plans, Permits, and Certificates: Zoning permits or certificates of occupancy issued on the basis of plans and applications approved by the Zoning Inspector authorize only the use and arrangement set forth in such approved plans and applications or amendments thereto, and no other use, arrangement, or construction. Use, arrangement, or construction at variance with that authorized shall be deemed a violation of the Zoning Resolution, and punishable as provided in Section 4.08 D of the Zoning Resolution.
- C. Complaints Regarding Violations: Whenever a violation of the Zoning Resolution occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint stating fully the causes and basis thereof shall be filed with the Zoning Inspector. He shall record properly such complaint, immediately investigate, and take such appropriate action thereof as may be necessary and as provided by the Resolution.
- D. Penalties for Violation: Violation of the provisions of the Zoning Resolution or failure to comply with any of its requirements (including violations of conditions and safeguards established in various sections of the Resolution) shall constitute a misdemeanor. Any person who violates the Zoning Resolution or fails to comply with any of its requirements shall upon conviction thereof be fined not more than \$100 and in addition shall pay all costs and expenses involved in the case. Each day such violation continues after receipt

of a violation notice, shall be considered a separate offense. The owner or tenant of any building, contractor, agent, or other person who commits, participates in, assists in, or maintains such violation may be found guilty of a separate offense and suffer the penalties herein provided.

- E. Nothing herein contained shall prevent the Township from taking such other lawful action as is necessary to prevent or remedy any violations.

SCHEDULE OF FEES, CHARGES, AND EXPENSES

The Board of Township Trustees has established a schedule of fees, charges, and expenses and a collection procedure for zoning permits, certificates of occupancy, appeals, and other matters pertaining to the Zoning Resolution. The schedule of fees shall be posted in the office of the Zoning Inspector, and may be altered or amended only by the Board of Trustees. Until all applicable fees, charges, and expenses have been paid in full, no action shall be taken on any application or appeal. The fee schedule is at <http://www.fairfieldcountyohio-libertytownship.org>