

VILLAGE OF LEIPSIC
ACCESSORY BUILDING PERMIT APPLICATION

Application # _____

Owner: _____ Address: _____

Zoned: **Residential** **Business** Type Building: _____

Home Phone (_____) _____ Cell Phone (_____) _____

Nature of Work **Repair** **Remodel** **Construct** **Other**

Is your property located on a corner lot? ____ Yes ____ No

Pouring Concrete? ____ Yes ____ No

Gravel Pad? ____ Yes ____ No

Describe Project (Please include measurements)

PLEASE SUBMIT DRAWING (including plot plan)

Name of Contractor: _____ Est Cost \$ _____

Address: _____

Contractor's Phone Number (_____) _____

Date Commenced _____ Anticipated Completion Date _____

To be completed by Village of Leipsic Employee

Date turned in: _____ Amount Due \$ _____

Date Paid: _____ Receipt Number _____

Amount Paid \$ _____ Paid by:.....Cash Check (# _____) Credit Card

Received By: _____



VILLAGE OF LEIPSIC, OHIO

Zoning Permit Procedures

- 1. Obtain a Zoning Permit Application from the Village of Leipsic**
 - a. applications may be picked up at the Leipsic Administration Office located at 142 East Main Street, Leipsic, Ohio 45856
 - b. office hours are Monday-Friday from 8:00 a.m. to 4:00 p.m.
 - c. applications may also be emailed

- 2. Complete all information on the upper portion of the Zoning Application**
 - a. please include ALL telephone numbers

- 3. Prepare a detailed site plan of proposed construction**
 - a. site plan should include the following information:
 1. existing property lines with dimensions
 2. location of all existing structures on property
 3. dimensions of existing structures and total square feet
 4. set backs from all property lines of existing structures
 5. location and dimensions of proposed construction
 6. set backs from all property lines of proposed construction
 7. height of proposed construction
 8. use of proposed construction

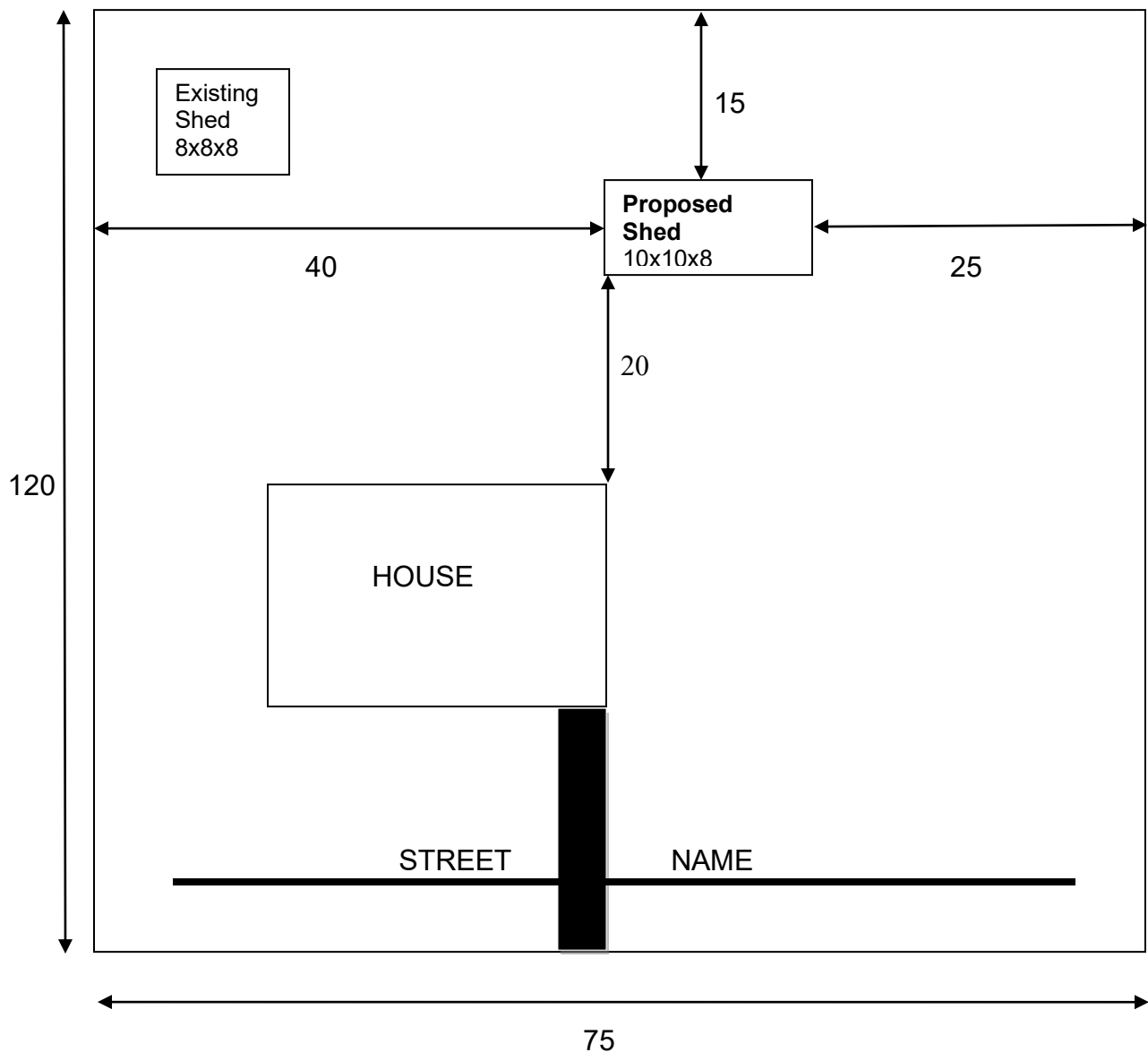
- 4. Submit required information to the Village of Leipsic for review**
 - a. information may be dropped off at the Leipsic Administration Office
 - b. information may be returned by mail
 - c. information will be reviewed by Village staff

- 5. Applicant will be contacted after information has been reviewed**
 - a. additional information or clarification may require a scheduled meeting with Village staff
 - b. approved permits may be picked up at the Leipsic Administration Office
 - c. required fees must be paid in full at the time permit is issued
 - d. pay with cash, credit card, check or money order payable to the Village of Leipsic

- 6. Follow up inspections will be performed by Village of Leipsic staff**

- 7. Any questions please contact the Leipsic Administration Office at 419-943-2009**

EXAMPLE OF SITE DRAWING FOR AN ACCESSORY BUILDING



- ✓ DRAW SHAPE OF YOUR LOT, ADD THE DIMENSIONS
- ✓ DRAW ANY EXISTING STRUCTURES, LOCATIONS AND SIZE (LENGTH, WIDTH, HEIGHT)
- ✓ DRAW LOCATION AND SIZE OF PROPOSED STRUCTURE (LENGTH, WIDTH, HEIGHT)
- ✓ DRAW SETBACK MEASUREMENTS FROM PROPERTY LINES OF ALL STRUCTURES INCLUDING PROPOSED STRUCTURE
- ✓ DRAW DISTANCE FROM PROPOSED STRUCTURE TO HOUSE

SITE DRAWING

