

VILLAGE OF ENON
ZONING PERMIT APPLICATION

No. _____

Owner: _____ Address: _____

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

Home Phone _____ Cell Phone _____

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

Which applies to your residence _____ **Septic** _____ **Sewer**

Is your property located on a corner lot? _____ **Yes** _____ **No**

Pouring Concrete? _____ **Yes** _____ **No**

Describe (Please include measurements)

PLEASE SUBMIT DRAWING (including plot plan)

Name of Contractor: _____ **Est Cost \$** _____

Contractor's Phone Number _____

Date Commenced _____ **Anticipated Completion Date** _____

To be completed by Village of Enon Employee

Date turned in: _____ **Amount Due \$** _____

Date Paid: _____ **Receipt Number** _____

Amount Paid \$ _____ **Paid by.....** **.Cash** **Check (no _____)**

Office Clerk: _____

Village of Enon, 363 East Main Street, PO Box 232, Enon, OH 45323
Telephone 937-864-7870 Fax 937-864-5644



VILLAGE OF ENON, OHIO

Procedures For Obtaining A Zoning Permit

- 1. Obtain a Zoning Permit Application from the Village of Enon**
 - a. applications may be picked up at the Enon Government Center located at 363 East Main Street, Enon, Ohio 45323
 - b. office hours are Monday-Friday from 8:30 a.m. to 5:00 p.m. closed 12:00 p.m. to 1:00 p.m. for lunch
 - c. applications may also be mailed upon request

- 2. Complete all information on the upper portion of the Zoning Application**
 - a. please include home and work 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
 - b. plans for non-construction permits such as sign installations will require drawings with dimensions, location, and total square footage

- 4. Obtain a site approval from the Clark County Health Department**
 - a. contact the Health Department at 390-5600 to schedule a site inspection
 - b. properties with sanitary sewer are not required to obtain Health Department approval

- 5. Submit required information to the Village of Enon for Review**
 - a. information may be dropped off at the Enon Government Center
 - b. information may be returned by mail
 - c. information will be reviewed by Village staff
 - d. at least one working day will be needed to perform review

- 6. Applicant will be contacted after information has been reviewed**
 - a. additional information or clarification may require a scheduled meeting with Village staff

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- b. approved permits may be picked up at the Enon Government Center
 - c. required fees must be paid in full at the time permit is issued-please pay with check or money order payable to the Village of Enon
- 7. Follow up inspections will be performed by Village of Enon staff**
 - 8. Any questions please contact the Enon Government Center at 864-7870**

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