



Zoning Application Procedures

Please note that no work can begin until the permit has been approved and issued. Failure to obtain an approved permit is a violation of the zoning ordinance and subject to penalties.

***It is suggested that you refer to the Zoning Code prior to submitting an application to ensure that your project follows the regulations. Zoning Code section numbers are listed next to some of the common applications listed below.**

***All completed zoning or variance applicants must contain a detailed description of the work being requested or what is being built or installed.**

***A Site Plan/Plot Plan is required for all permit applications that involve construction. The Site Plan/Plot Plan must contain all of the following information:**

- **All roads bordering the property.**
- **All property lines with measurements and location on survey pins.**
- **All existing structures on the property (including home, driveway, pools, sheds etc.) with measurements in relation to property lines.**
- **Any proposed structures/projects with measurements of the proposed structure/project and proposed location on property in relation to property lines**
- **Additional documents may be required for permit applications.**

***Once a completed application is received and fees are paid, applications are allowed up to 30 days for approval, so plan accordingly, all efforts will be made to keep the approval process as short as possible.**



New Residence:

- Fully complete application for zoning permit and attach required documentation (survey plat of property, plot plan/site plan, construction plans, elevation drawings, blueprints)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, property survey pins must be located and marked with stakes, location of structure on the property must be marked out with stakes and a post installed that clearly indicates the address of the property.
- Contact Zoning Official for site visit

Accessory Building / Garage / Pole Barns: (Section 1015 & 1016):

- Fully complete application for zoning permit that includes a detailed description of what is being built and attach the required documentation (plot plan/site plan, construction plans and elevation drawings, that show size, height and type of building to include materials used)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, at least two property survey pins must be located and marked and the location of structure on the property must be marked out with stakes.
- Contact Zoning Official for site visit and approval

Note: Only two (2) accessory structures are allowed per parcel. All accessory structures must comply with the setbacks for the district they are located in.

Deck / Patio / Porch / Carport:

- Fully complete application for zoning permit that includes a detailed description of what is being built and attach required documentation (plot plan/site plan, construction plans and elevation drawings that show size, height type of structure to include materials used)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, at least two property survey pins must be located and marked and the location of structure on the property must be marked out with stakes.

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- Contact Zoning Official for site visit and approval

Note: All decks, patios, porches and carports must comply with the setbacks in the district they are being located in.

Driveway: (Section 1112):

- Complete driveway application and attach required documentation (plot plan/site plan showing new driveway or addition to existing driveway with existing structures)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, at least two property survey pins closest to the driveway location must be located and marked and location of driveway on the property must be marked out with stakes.
- Contact Zoning Official for site visit and approval.

Note: Driveways and any additions must comply with the setbacks in the district they are located in.

Note: If installing a culvert pipe, ensure that you check with the Village for required diameter of the pipe and prior to covering the pipe contact the Village engineer for an inspection.

Swimming Pool (Section 1002):

- Fully complete application for zoning permit that includes a detailed description of what is being built and attach required documentation (plot plan/site plan showing pool location)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, at least two property survey pins must be located and marked and location of pool on the property must be marked out with stakes.

Note: Fencing is required to be installed prior to pool application approval or as part of the pool installation process.



Fences and Walls (Section 1003):

- Fully complete application for zoning permit and attach required documentation (plot plan/site plan showing location of fencing and type of material used for fence and height)
- Submit completed application, required documentation and payment of fees to the Village office.
- Prior to the site visit, property survey pins nearest to where the fence will be installed must be located and marked with stakes.
- Contact Zoning Official for site visit and approval.

Note: Fencing must be installed at least one (1) from the property lines.

Signs (Article 12):

- Fully complete application and attached required documentation.
- Attach two sets of sign drawings in accordance with Article 12, scaled and with colors of all signs, wording, and their locations on the building. If lighting is used, plans must include type of lighting and location. If the sign is free standing include a plot plan and foundation details meeting wind load requirements stamped/signed by an Ohio Licensed Professional Engineer.
- Prior to the site visit, at least one property survey pin closest to the sign location must be located and marked with a stake.
- Contact Zoning Official for site visit and approval.

Sewer Tap Installation:

- Fully complete application and attached required documentation (sketch of installation showing a north arrow, main road, existing structures, location of well, measurements from structures, location of sewer lines and bends)
- Check Village website to ensure the company doing the installation is an approved and licensed vendor with the Village.
- Submit completed application, required documentation and payment of fees to the Village office.
- Contact Village Sewer inspector for site inspection, when ready.