



## **New Construction**

### **Single family, Two family, Three family**

- 1) Submit construction deposit of \$400.00 for each new home along with 2 sets of site plans.
- 2) The Zoning Department will review for setbacks, side yards, rear yard, lot size, etc.
- 3) 2 sets of site plans will be forwarded to the City Engineer for review.
- 4) 2 sets of approved site plans will be taken to Storm Water Management (by Builder or owner) for review along with application and fee.
- 5) A completed Zoning application and a completed R.I.T.A. tax form and 2 sets of approved site plans, plus a minimum of 2 sets of construction drawings are to be submitted to the Zoning Department for review. Also, a paid receipt from the City of Euclid for the sewer tap-in fee is required.
- 6) A sanitary sewer tap-in fee is required to be paid to the City of Willowick in the amount of \$750.00 per unit.
- 7) Applicant will be notified when review is completed. When approved, you can then take Zoning approval, site plans and construction drawings out to the Lake County Building Department, 105 Main Street, Building B Second Floor, Painesville, OH 44077 (Phone # 440-350-2636) for a certificate of plan approval. Lake County Building Department forms can be downloaded from their web site ([www.lakecountyohio.gov](http://www.lakecountyohio.gov)) or forms can be obtained at the Lake County Building Department.
- 8) Zoning permits are required for fences, tool sheds, sewers, sidewalks, driveways and patios from the City of Willowick.

For Office Use Only

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

Permit #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Amount: \_\_\_\_\_

Issued By: \_\_\_\_\_

# City Of Willowick

31230 Vine St. Willowick Oh 44095

## Residential Zoning Application

440-516-3000



Property Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Owners Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Zoning Review Structure	Zoning Review Accessory Structure	Zoning Review Misc.
2 Sets construction drawings required	2 Sets construction drawings required	2 Site Plans Required
2 Site plans required	2 Site plans required	<input type="checkbox"/> A/C Unit (rear yard only)
<input type="checkbox"/> New Residential Structure	<input type="checkbox"/> Detached Garage	<input type="checkbox"/> Generator (rear yard only)
<input type="checkbox"/> Single family	<input type="checkbox"/> Addition to Detached Garage	<input type="checkbox"/> Other _____
<input type="checkbox"/> Two Family	<input type="checkbox"/> Shed; >200 sq. ft.	
<input type="checkbox"/> Three Family	<input type="checkbox"/> Gazebo	
<input type="checkbox"/> Room Addition	<input type="checkbox"/> Deck	
<input type="checkbox"/> Attached Garage	<input type="checkbox"/> Swimming Pool	
<input type="checkbox"/> Interior Alteration	<input type="checkbox"/> Ramp	
<input type="checkbox"/> Patio Enclosure	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Demolition		
<input type="checkbox"/> Other _____		

Estimated Cost \$ \_\_\_\_\_

All residential plumbing, electrical, building, gas piping and HVAC permits are to be obtained from the Lake County Building Department, 105 Main St., Bldg. B, Second Floor, Painesville OH 44077. Phone # 440-350-2636.

I state that I am the owner/agent of the subject property, have read and understand the contents of this application, and that all information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct, to the best of my knowledge and belief.

Property Owners / Agent Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

**Office Use Only**

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

Denied Reason \_\_\_\_\_

Variance Needed Reviewed By: \_\_\_\_\_

**For Office Use Only**

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

Permit #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Amount: \_\_\_\_\_

\_\_\_\_\_

Issued By: \_\_\_\_\_

**City Of Willowick**  
 31230 Vine St. Willowick Oh 44095  
**Permit Application**  
 440-516-3000



**Type Of Permit**

Concrete     Waterproofing (exterior only)     Sewer  
 Roof (non structural)     Siding     Shed     Fence  
 Temporary Sign     Sign Face Change  
 Sidewalk     Driveway     Apron    \_\_\_\_\_ Other

**Detailed Work Description:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

OWNER	ADDRESS	
CITY	STATE	ZIP
PHONE(HOME)	WORK	

CONTRACTOR \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY	STATE	ZIP
AGENT	PHONE	

Are you currently registered with the City of Willowick  Yes  No

Date work will begin: \_\_\_\_\_ Completed: \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_

I state that the undersigned will notify the Zoning Department to inspect the following forms prior to pouring concrete, sewers, drain tile, waterproofing before backfill, fence post holes before concrete and all final inspections of all work performed. It is the responsibility of the permit holder to make the necessary arrangements for all inspections with the Zoning Department. I agree to abide by all the conditions herein contained and to comply with all laws and ordinances of the City Of Willowick and the laws of the State of Ohio if applicable and said agreement is a condition of said permit.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

Date: \_\_\_\_\_  
 Bidg Permit #: \_\_\_\_\_  
 Amt of Contract: \_\_\_\_\_  
 Receipt #: \_\_\_\_\_  
 Job Location: \_\_\_\_\_

**REGIONAL INCOME TAX AGENCY**  
 Building Dept Registration of Contractors  
 (To be Submitted with Application of Building Permit)  
**MUNICIPAL INCOME TAX**  
 CTTY OF WILLOWICK

Contractors Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Fed ID# or Soc Secur #: \_\_\_\_\_

Type	Contractor	Address:	SSN# or Fed ID#	Contract Amt	Estimated Wages:
Carpentry				\$	\$
Masonry				\$	\$
Excavation				\$	\$
Septic Tank or Sewer				\$	\$
Hot Roofing				\$	\$
Plumbing				\$	\$
Sheet Metal				\$	\$
Electrical				\$	\$
Refrigeration				\$	\$
Air Conditioning				\$	\$
Warm Air Heating				\$	\$
Steam Vapor				\$	\$
Hot Water				\$	\$
Dry Wall or Plastering				\$	\$
Demolition				\$	\$
Landscaping				\$	\$
Painting & Decorating				\$	\$
Other				\$	\$
<b>Total</b>				\$	\$

Application for Permission to Make Connection to Euclid Sewer District Sanitary Sewer System  
(Euclid Codified Ordinances Section 922.08)

To: Dan Knecht  
Director of Public Service  
City of Euclid  
585 East 222<sup>nd</sup> Street  
Euclid, Ohio 44123

Permission from the City of Euclid is hereby requested for a connection to the City of Euclid Sewer District Sanitary Sewer System for the following described property:

Permanent Parcel No. \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
County: \_\_\_\_\_

For  New Multi-Structure Development,  New Construction or Existing Structure with Abandoned Septic System of the following type:

Single Family Residential  Double Family Residential  Multi-Family Residential  
 Commercial  Industrial  Other (Indicate Type) \_\_\_\_\_

Also enclosed with/attached to this application is/are the following:

- A check payable to the City of Euclid in the sum of Three Hundred Dollars (\$300.00) for each connection hereby requested (Must be filed with all applications for Single Family Residential or Double Family Residential. In all other cases the application should be submitted without any payment and the Service Director will notify the Applicant of the connection and engineering fees and charges determined to be paid as a condition of approval.)
- A full set of plans showing the proposed sewer connection(s) and indicating/showing the number of residential units (Must be filed with all applications for connection of any Multi-Family Residential.)
- A full set of plans showing the proposed sewer connection(s) and indicating/showing the estimated flow (Must be filed with all applications for connection(s) of all New Multi-Structure Developments and any Commercial, Industrial or Other Non-Residential type Structure.)

APPLICANT'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Name/Title \_\_\_\_\_

Information below this line to be completed only by the City of Euclid Service Director

City of Euclid Action on Request

Permission for the above requested connection(s) is/are hereby  GRANTED or  NOT GRANTED, subject to the following conditions or for the following reasons:

Payment to the City of Euclid for high volume/multiple connections in the sum of:  
\$ \_\_\_\_\_

Payment to the City of Euclid, reimbursing Engineering investigation fees in the sum of:  
\$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Use is also contingent upon Application for Industrial Pre-Treatment Permit being made and granted.

\_\_\_\_\_  
The City of Euclid

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Dan Knecht, Director of Public Service



STORMWATER MANAGEMENT DEPARTMENT

All necessary information must be provided on this form. The review and inspection fee shall be submitted with the development plan. Plans shall not be approved until the fee has been paid.

STORMWATER MANAGEMENT DEPARTMENT  
105 Main St. Suite 305, Painesville, OH 44077  
Phone: 440.350.5900 Fax: 440.350.5919

**1. Agent/Contractor/Homebuilder Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**2. Site Location Information**

Facility /Site Name \_\_\_\_\_ Township \_\_\_\_\_  
Address \_\_\_\_\_ Project Type \_\_\_\_\_  
Zoning Permit # \_\_\_\_\_ Sublot # \_\_\_\_\_ (subdivision, commercial, single lot, etc.)  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**3. Payment Information**

**Make Checks Payable to: Lake County Stormwater Management Department**

Date of Check: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**4. Certification**

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision and are to the best of my knowledge and belief true, accurate, and complete.*

Printed Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

*I authorize the Lake County Commissioners or its appointed agents to enter this property for the purposes of plan review, site inspection or compliance with the Lake County Stormwater Management Rules and Regulations for the duration of the project*

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

**5. Approval**

Approved as submitted: Y N By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Approved with the following stipulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Disapproved. Correct the following items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedures, Technical Contents and Review of Fee Schedule for Site & Grading Plans in Unincorporated Areas

OFFICE OF THE LAKE COUNTY ENGINEER  
LAKE COUNTY, OHIO

If building sites within "Area of Special Flood Hazard" as defined in Lake County Flood Damage Prevention Regulations, the additional requirements shown in **BOLD TYPE** will have to be met. A development permit, as provided for in the Flood Prevention Regulations will be required before construction or development may proceed.

1. PROCEDURE

The following is a summary of the procedure that will be required for all applicants

- A. Submit five (5) site plans to the local zoning department for approval. The zoning departments will keep one for its records.
- B. Submit the remaining four (4) plans to the County Engineer for approval. He will review plan, initiate any necessary changes, and retain one copy.
- C. Submit three (3) remaining site plans with three (3) sets of building plans to the Building Department who will forward one approved plan to the local zoning department and retain the other copies for their files.
- D. **"AS-BUILT" VERIFICATION WILL BE REQUIRED AFTER PLACEMENT OF LOWEST HABITABLE FLOOR AND BEFORE FURTHER CONSTRUCTION IS PERMITTED.**
- E. Final grading inspection and approval by the Building Department will be based on the final grade elevations as determined by a Registered Surveyor or Engineer (signature and Registration Number required). **"AS-BUILT" grades shall be shown on an approved plan.**
- F. Adjustments in grading may be required if sufficient conformance to site plan is not met.

2. TECHNICAL CONTENTS

A. RESIDENTIAL:

The following information shall be contained on the plan which shall be either 11" x 17" or larger in size using any standard engineer's scale such as 1" = 20', 1" = 30', etc., and prepared by a registered engineer and/or surveyor (signature and Registration No. required). **IF SITE IS IN AN AREA OF SPECIAL FLOOD HAZARD, ALL REQUIRED ELEVATIONS SHALL BE GIVEN RELATIVE TO MEAN SEA LEVEL.**

1. Permanent bench elevation.
2. Existing and proposed elevation at lot corners.
3. Existing and proposed elevation at building corners.
4. Existing elevation at crown of road at intersection of lot line.
5. Existing bottom of road ditch or top of curb at intersection of lot line.
6. Elevation of sanitary sewer, location and invert and rim elevation.
7. Elevation of culvert or storm sewer, location and invert and rim elevation.
8. Proposed elevation of the basement first floor, and/or slab floor and garage.
9. Sublot number and subdivision name or tie to the nearest intersection street.
10. Front, side and rear set-back of all buildings.
11. Existing structures within 50' of all property lines.
12. Contour lines shall be shown on entire site and extended 50' beyond property lines with intervals as dictated by the following lot slope:
  - Less than 1% - 6"
  - 1% to 3% - 1'
  - Greater than 3% - 2'
13. Distance, size and elevation of adjacent drive culverts.
14. Size, invert elevation, and acreage of area drainage to drive or other stream enclosure. Size should be based on a minimum 3-year storm condition.
15. Lots adjacent to lakes or ponds shall show spillway elevation and dimensions.
16. **LOTS ADJACENT TO RIVERS OR STREAMS SHALL MAKE REFERENCE TO HIGH WATER ELEVATIONS AND FLOOD PLAIN LIMITS AS INSTRUCTED BY THE COUNTY ENGINEER.**
17. Roof downspout discharge points and direction.
18. Easements and deed restrictions related to storm drainage facilities which apply to any part of the site shall be shown.
19. All development will be reviewed for the possible effects of sediment and erosion damage and will be required to conform to the standard of the Lake County Engineer.

B. COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY (as defined by Township Zoning Regulations) add the following information:

20. Locate and topo all paved areas.
21. Curb types and grades.
22. Design of pavements with reference to soil CBR.
23. Underground profiles of improvements may be required.
24. Storm water control structures, and other drainage structures including grades and elevations.
25. Verification and calculations of drainage and pavement facilities.

It is suggested that major developments schedule a pre-design conference with the County Engineer for any special problems that may be encountered in a given area.

3. REVIEW FEE SCHEDULE:

- A. Residential Site Plan - \$25.00
- B. Commercial, Industrial, Multi-Family Site Plan - \$ based on disturbed area.

Chapter 751.08

Homeowner's Exception to Contractor Registration Requirements

...such work is actually performed by the property owner or members of the owner's immediate family, same being defined as the owner's spouse, child, grandchild, sibling or parent, and the work is performed without compensation. Any work performed by the property owner shall be subject to all of the provisions of the City Building Code and to all inspections required under the Code. (Ord. 74-36. Passed 5-20-74).

PLEASE NOTE-Signature Required:

I, the undersigned, hereby state and affirm the following:

- If I subsequently hire anyone outside my immediate family, whether compensated or not, I am responsible to see that this individual or entity is registered as a contractor with the Willowick Building Department. If I keep the permit in my name, I am considered the "General Contractor" and retain full responsibility for the work performed.
- If I receive uncompensated help from my immediate family for this project and damages are incurred either to property or person, I take full responsibility for the work performed.
- I understand that all interior plumbing work requires a permit from the Lake County Health Department and the work is to be inspected and approved by the same; and that plumbing contractors must be registered with the Willowick Building Department.
- 751.99 PENALTY. Any person or contractor who performs or authorizes the performance of work in the City without first complying with the provisions of this chapter shall be fined not more than five hundred dollars (\$500.00) or imprisoned not more than thirty days, or both.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date