



**Submit one application for each SITE. Please print or type. All sections must be completed. Refer to the instruction sheet for completing this application. For projects that require building plan approval, an application for residential or commercial building plan approval is also required to be submitted.**

**PROJECT AND CONTACT INFORMATION**

<b>1</b>	Name of Project:			
Description of Project:				
Parcel ID No.:			Lot No.:	
Address of Project:				
<b>2</b>	Name of applicant:			
Address:		City:	State:	Zip:
Phone:		E-Mail:		
<b>3</b>	Property Owner:		Attention/Contact:	
Address:		City:	State:	Zip:
Phone:		E-Mail:		
<b>4</b>	Plans prepared by: <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Contractor <input type="checkbox"/> Equipment Manufacturer <input type="checkbox"/> Other ( _____ )			
Name:		Ohio Registration Number:		
Address:		City:	State:	Zip:
Phone:		E-Mail:		
<b>5</b>	Contractor:		City of Mansfield Contractor Registration Number:	
<b>PROJECT DESCRIPTION AND SCOPE OF WORK</b> check each box and fill in as applicable to project and scope of work				
Proposed Use of land and structure(s) or proposed construction activity:				
<b>6</b>	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial			
<b>7</b>	<input type="checkbox"/> Fence	Type of Fence:	Fence Height:	Length of Fence:
<b>8</b>	<input type="checkbox"/> Shed / Accessory Building/Structure		Dimensions (length x width):	
<b>9</b>	<input type="checkbox"/> Deck / Ramp / Porch		Dimensions (length x width):	
<b>10</b>	<input type="checkbox"/> Site Plan	<input type="checkbox"/> New building/structure/construction	<input type="checkbox"/> Addition to existing structure	<input type="checkbox"/> Change of Use
		# of Parking Spaces	# of Existing spaces	# of New / Added spaces
New Driveway Drive Entrance (width):		New Sidewalk, Dimensions (length x width):		Curb Cut length:
<b>11</b>	<input type="checkbox"/> Stormwater Management	Area of disturbance (pervious and impervious combined):		
New impervious area:		New pervious area:	Total site area:	
<b>12</b>	<input type="checkbox"/> Street Opening, Dimensions (length x width)		Start Date:	End Date:
<b>13</b>	<input type="checkbox"/> Sign Construction <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary(180 calendar days or less) <input type="checkbox"/> Electronic Message Display (City Code 1339.181)			
<input type="checkbox"/> Awning / Canopy		<input type="checkbox"/> Banner Display	Off-premise advertising sign or billboard (City Code 1339? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Number of signs submitted under this application:				
# of Ground Signs:		Total Square footage:	# of sides:	Height of sign:
# of Pole/Pylon Signs:		Total Square footage:	# of sides:	Height of sign:
# of Marquee / Projecting / Wall Signs:		Total Square footage:	Electric: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<input type="checkbox"/> <b>Utility Connection / Construction</b>		
Water Tap: <input type="checkbox"/> Domestic Tap Size: <input type="checkbox"/> Fire Protection Tap Size:		
Sanitary Sewer Connection: <input type="checkbox"/> Sewer Main <input type="checkbox"/> Sanitary Manhole (prior authorization required)		
Storm Sewer Connection: <input type="checkbox"/> Storm Sewer Main <input type="checkbox"/> Storm Basin		
<b>14</b>	<input type="checkbox"/> <b>Building / Structure Demolition</b>	Start Date: _____ End Date: _____
<b>15</b>	I hereby certify that I am the (select one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner and have read the following conditions and will comply accordingly.	
<p>→ I understand that this approval will expire within one (1) year from the date of issuance if construction has not started, ref City Code 1155.03.</p> <p>→ I understand that <b><i>I will not be notified</i></b> by the Building Department of any expiration of such approval.</p> <p>→ I understand that the Owner and/or Owner's Agent shall request inspections required by the approval of this application and the City rules, policies, and ordinances.</p> <p>→ I understand that failure to request such inspections may require the removal of work and/or invalidate the approval.</p> <p>→ I understand that I may not use or occupy the land, building or structure until all inspections are completed.</p> <p>→ I understand that all approved construction documents (On-Site Inspection record, Certificate(s) of Plan Approval, Approved Plans) shall be kept at the work site, along with manufacturers' installation instructions and product information, and shall be available for use by the inspector.</p> <p>→ I understand that work must be performed by Contractors Registered with the City of Mansfield in accordance with City Codified Ord. Chapter 1333. Furthermore, all information contained in this application is true, accurate, and complete to the best of my knowledge. I understand that the omission of reference to any provisions will not nullify any requirement, nor exempt any structure from such requirements and rules of the City of Mansfield. The owner and the design professional identified on the plans and construction documents shall be responsible for the design, structure, safety, and maintenance of the structure per the requirements and rules of the City of Mansfield. The approval of the submitted application, plans, construction documents or any notations thereon, and approval of this application shall not excuse the owner from complying with all rules and laws of the State and City, all of which are implied to be included herein and made a part thereof, all objections to same are hereby waived by the owner or owner's agent whose signature is hereto attached. I understand that all fees are non-refundable and non-transferable. All official correspondence in connection with this application should be sent to my attention at the address provided above in box 2.</p>		
		<b>FOR OFFICE USE ONLY</b>
		Intake Person Initials / Date:
		Fees Paid Initials / Date:
Applicant Signature (match box 2 above)	Date	Application Approved / Date:
		<b>Zoning District</b> <b>CPC required</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>CPC Approval date</b>

## DIRECTIONS FOR COMPLETING AN APPLICATION FOR ZONING APPROVAL

In accordance with City Code Section 1155.03, application for Zoning Approval shall be made by the Owner or Owner's agent.

**Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 45, must be completed in full or the application will be returned. Send this completed form along with all required documents to "City of Mansfield Building Department, 30 N. Diamond Street, Mansfield, Ohio 44902".**

**Fees. Fees and assessments are prescribed and collected in accordance with Ohio Revised Code Section 3781.102 and City of Mansfield Codified Ordinances. A copy of the most current fee schedule is posted on the City website at <http://ci.mansfield.oh.us/index.php/building-codes-and-permits>.**

**Fees are required to be submitted along with application and construction documents. Construction documents will not be reviewed until such time as fees are paid in full for the scope of work described on and submitted with this application.**

1. Provide the exact name of the project (i.e. Clearview Pizza Lounge), a description of the proposed work (i.e. New Building, addition, interior alterations, etc.), and the Parcel ID in which the subject address/property is located. Some projects will be located on multiple Parcels. Please provide the main parcel in which the structure will be located on.
2. Provide applicant name, address, email, and telephone. All correspondence will be sent to the applicant.
3. Provide the property owner name, address, telephone, email and a contact person. Please ensure that contact information is provided for Property Owner.
4. Provide the name and contact information for the person responsible for preparing the plans and specifications. If there are multiple design professionals, provide the name of the design professional in responsible charge and list all subsequent design professionals on a separate sheet to be submitted with the application.
5. Provide the name and City registration number for the contractor performing the work. If there are more than one contractor working on the project, provide a separate sheet listing each contractor, scope of work, and City registration number.
6. Indicate whether the project is a residential or commercial use.
7. Fence Construction. Indicate the Type of Fence (stockade, chainlink, wood, picket, vinyl, etc); the height of the fence, and the length of the fence.
8. Sheds/ Accessory Structure. Provide the dimensions of the proposed structure
9. Deck / Ramp / Porch. Provide the dimensions of the proposed structure. For structures with multiple dimensions, provide the largest dimension in each direction.
10. Site Plans. Indicate the scope of the site development. Where parking is a part of the development or required by City ordinance, provide the number of existing and proposed parking spaces. Include accessible parking spaces in the parking space count.
11. Stormwater Management. Where stormwater management is provided per City Ordinance Chapter 1361, provide the square footage or acreage of the disturbed area, new impervious area, new pervious area, and total site area (developed and undeveloped areas).
12. Street opening. Provide the approximate dimensions of the proposed street opening. Provide the approximate start and end date of the project.
13. Sign Construction.
  - a. Indicate whether the sign will be permanent or temporary. Temporary signs are limited to 30 calendar days from the date of approval and must be removed no more than 5 calendar days after expiration. See City ordinance section 1339.04 for exceptions.
  - b. Indicate the type(s) of signs being submitted for approval. Check all boxes as applicable.
  - c. Indicate the total number of signs being submitted for approval. For submittals with more than one sign, please submit a site plan (aerial photo is adequate) of the project with each sign location numbered/lettered and coordinated with the sign drawings.
  - d. Indicate the number of signs submitted for each type, the square footage total for each sign type, the number of sides where applicable, the height of signs as applicable and indicate whether electric is required for the sign.
  - e. Please note that certain signs also require structural and electrical plan approval. Where submitting signs that also require such approvals, separate application and fees are required. If submitted at the same time as the zoning application, only the Sign Submittal Information sheet is required to be submitted in lieu of a complete Application for Commercial Building Plan Approval.
  - f. A Commercial Sign Plan requirements guide is available on our website that details the information required for structural plan approval and electrical approval.

14. Utility Connections. Indicate tap sizes as applicable to the project. Indicate the tap location for sanitary and storm sewers.
15. Building Demolition. Provide the approximate start and end date of the project.
16. Read all of the information in box 15 and check the appropriate box identifying the applicant as the owner or the agent for the owner. The individual who checks the box, signs, and dates the application shall be the same individual who is listed as the applicant in Box 2. All correspondence will be sent to the applicant.