



CONCRETE DRIVEWAYS

<i>Mayor</i>	<i>Tim Howard</i>
<i>Village Administrator</i>	<i>Kevin Siferd</i>
<i>Administrative Assistant</i>	<i>Kristy Thome</i>
<i>Police Chief</i>	<i>Mike Holler</i>

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 Government Center (M-F 8a-5p), requested by mail, or downloaded from our website (www.enon-oh.gov)
2. Complete all information on the upper portion of the Zoning Application
3. Prepare a detailed site plan of proposed work to be done
 - a. Site plan should include the following information:
 - i. Existing property lines with dimensions
 - ii. Location of all existing structures on the property
 - iii. Dimensions of existing structures and total square feet
 - iv. Set backs from all property lines of existing structures (length,width)
 - v. Location and dimensions of proposed construction
 - vi. Set backs from all property lines of proposed construction
4. Obtain a site approval from the Clark County Health Department
 - a. Contact the Health Department at direct line 937-717-2451 (optin #3) or main line at 937-390-5600 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
6. 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 must be picked up at the Government Center
 - c. Required fees must be paid in full at the time the permit is issued (payments can be made by check, money order, credit card, or cash)
7. Follow up inspections will be done by Village Staff (Footer Inspections require at least a 24 hr notice)
8. Any questions, please contact the Government Center at 937-864-7870

RIGHT OF WAY PERMIT REQUIRED FOR DRIVEWAYS TO THE ROADWAY



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 ___) Credit Card

Office Clerk: _____



VILLAGE OF ENON, OHIO

RIGHT-OF-WAY PERMIT APPLICATION

Name of Applicant: _____ Date: _____

_____ Property Owner _____ Contractor

Address: _____

Phone Number: _____ Site Location: _____

Scheduled Start Date: _____ Completion Date: _____

Scope of Work: _____

In accordance with Enon Village Codified Ordinance No. 901.01, the Village Administrator hereby grants permission to the applicant to perform certain specified work in the Village of Enon Right-Of-Way at the above stated location. Furthermore, the applicant agrees to comply with all regulations, provisions, stipulations, and conditions as established by the Administrator, including the following:

1. Obtain a permit from the Administrator prior to commencement of proposed work-\$10.00 fee.
2. Furnish a cash or surety bond in the amount determined by the Administrator.
3. **CONTRACTORS:** Must provide proof of liability insurance coverage (\$1,000,000 minimum) and current Workman's Compensation Certificate. **PROPERTY OWNER:** It is your responsibility to ensure any and all contractors hired has liability insurance coverage (\$1,000,000 or more) and Workman's Compensation coverage.
4. Furnish maps, plans, specifications, and any other material as required by the Administrator.
5. Perform all work under the supervision and to the satisfaction of the Administrator.
6. Follow the general standards and work specifications on file at the Enon Municipal Building.
7. Hold harmless and indemnify the Village of Enon against any and all claims for damages arising from said proposed work.
8. Surrender the herein applied for permit and all rights thereunder upon notification to do so.
9. Notify Ohio Utilities Protection Service (800-362-2764) at least 48 hours prior of excavating.

APPLICANT

ADMINISTRATOR

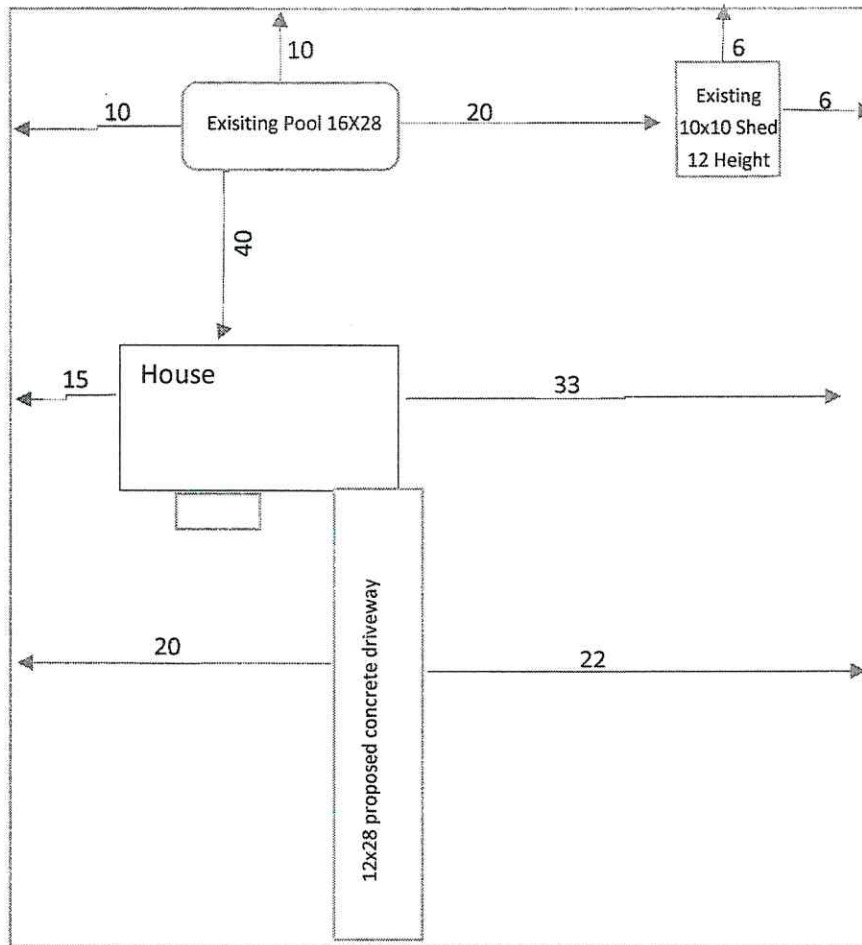
Insurance Expires On: _____ W.C. Expires On: _____ Map Attached: _____

EXAMPLE OF A SITE APPROVAL



FOR A DRIVEWAY (CONCRETE REQUIRES PERMIT – ASPHALT DOES NOT

***REQUIRES RIGHT OF WAY ***



DRAW THE SHAPE OF YOUR LOT (ADD THE DIMENSIONS)

LOCATION OF ALL EXISTING STRUCTURES AND TOTAL SQUARE FEET

SET BACKS FROM ALL PROPERTY LINES OF EXISTING STRUCTURES

LOCATION & DIMENSIONS OF PROPOSED CONSTRUCTION

SET BACKS FROM ALL PROPERTY LINES OF PROPOSED CONSTRUCTION

**REQUIRES A 24 HR NOTICE FOR INSPECTIONS
PRIOR TO POURING CONCRETE**