

Village of Centerburg

"In The Heart of Ohio"

James Nofsinger, Zoning Administrator
zoning@centerburgoh.org

Drawer D
Centerburg, Ohio 43011
Phone – (740) 625-7808
Fax – (740) 625-9058

Teri Wise, Village Administrator
administrator@centerburgoh.org

DEMOLITION OF BUILDINGS OR OTHER STRUCTURES PERMIT APPLICATION

The provisions of SECTION 1111.06 of the Village of Centerburg Zoning Code shall apply whenever buildings or other structures that have a total footprint of 750 square feet or more are demolished, in whole or in part. Any demolition of buildings or structures subject to this section shall require the issuance of a zoning certificate. The zoning certificate for demolition shall be valid for six months following the date of approval. If demolition does not begin within six months, the zoning certificate shall be deemed voided and any future demolition will require the issuance of a new zoning certificate.

Location:

Property Address: _____ Auditor's Parcel Number(s): _____
Application Date: _____ Square Feet of Structure: _____
Start Date: _____ End Date: _____

Description of Demolition Activities: _____

Applicant (if different than Owner):

Name: _____ Phone Number/Ext.: _____
Complete Address: _____
Email Address: _____ Fax Number: _____

Property Owner:

Name: _____ Phone Number/Ext.: _____
Address: _____
Email Address: _____ Fax Number: _____

Contractor:

Name: _____ Phone Number/Ext.: _____
Address: _____
Email Address: _____ Fax Number: _____

Type of Heat:

- Natural gas
- Fuel oil
- Electric
- Propane

Utilities in Use:

- Natural gas
- Water
- Sanitary sewer
- Electric
- Internet / TV
- Phone

Residential:

- One family
- Two family
- Three family
- Four or more family

Commercial:

OBC use group: _____
Mixed use: Yes No



TO PROCEED: Applicants must comply with the following requirements to be issued a permit:

Step 1: Contact utility service providers, including municipal utilities, and have all services disconnected and removed from the property.

The following checklist is provided for your reference and verification:

- Sewer line located Yes No
- Notify utilities and request termination of accounts
- Remove water meter(s) and disconnect tap(s)
- Remove gas meter(s) and disconnect gas tap(s)
- Electric service equipment and drop cable removed
- Telephone cable(s) removed – notify telephone provider
- Internet/TV cable(s) removed – notify internet/TV provider
- An EPA permit for asbestos abatement may be required, contact the State of Ohio EPA for compliance**

Step 2: Submit application(s) and all information required in Step 1 to the Village Zoning Administrator:

- Provide site plans (*see last page*) detailing the lot dimensions, location of all structures, and distances between structures and property lines. Indicate the structure(s) to be demolished.
- If equipment or any work requires occupying the street, alley, or sidewalk, please indicate: Yes No
A plan for pedestrian and vehicular traffic must be included with the application and approved as part of the permit.
- Provisions must be made and in place for water to control dust during demolition.
- The entire demolition site must have safety fencing installed to keep juveniles and on-lookers at a safe distance from all activities and to secure the site when operations are shut down during the night.
- The Ohio Utilities Protection Service [OUPS 800-362-2764] must be notified two working days prior to demolition and excavation activities per State Law.**
- Supply all documents and verify compliance with all of the above items and submit them to the Village Zoning Administrator for review. After the application has been reviewed and approved, you will be notified and asked to pick up your permit. Only then can you begin demolition.
IF AN EMERGENCY ARISES, DEMOLITION ACTIVITIES MUST CEASE IMMEDIATELY AND A NOTIFICATION MADE TO THE VILLAGE AS WELL AS ANY ONE ELSE WHO SHOULD BE INFORMED.

Step 3: After the structure is demolished:

- After the permit is issued and the structure is demolished, the sewer line must be located, cut off at the property line, sealed with a screw cap, inspected by a village utility staff member, and then encased in concrete or rendered unusable.
- All materials and debris must be **removed** from the site. Any mud tracked into the street must be removed and cleaned.
- The empty lot must be leveled out; graded and seeded before the removal of the security fence and final approval is issued for the property.

NOTE: For all commercial properties, attach a copy of all signed, completed applications and inspections from the Department of Commerce.

I fully understand that no excavation, construction, and/or demolition of any structure shall be undertaken or performed until the permit applied for herein has been approved and issued by the Village of Centerburg. I also understand approval of the zoning certificate for demolition does not constitute Village acknowledgment that utilities have been terminated or acknowledgment of the proposed methods or safety of such demolition. The applicant shall be responsible for ensuring that the utilities have been shut off and that protections are in place to ensure the safety of people performing the demolition as well as people and property on the subject property and adjacent to the property.

I hereby certify that I am the owner of the named property, that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his/her authorized agent. The applicant certifies that all information and attachments to this application are true and correct. In addition, if this permit is issued, I agree to comply with the instructions as written or orally given by the Village of Centerburg for this project.



I have read, understand, and agree to abide by the terms of this agreement.

Property Owner's Signature

Date

Site Plan:

- This simple layout shows the location of the existing building(s), front setback, side yard setbacks, and lot dimensions.
- Contractor must complete this Site Plan with all measurements and locations of the existing building, with all distances marked, and identify the structure(s) to be demolished.
- Locate and draw the location of the sewer line that serviced the structure(s).
- The inspector will require this drawing to complete all inspections and complete the permit application.



FOR OFFICE USE:

Application Number: _____
Date Received: _____
Date of Site Inspection: _____
Flood Plain Zone: Yes No
Date of Action on Application: _____

Fee Paid: _____
OUPS Ticket: _____
Contractor Registered: Yes No
 Approved Denied

If the Application is denied, the reason for denial: _____

Date

Zoning Administrator

Additional Information Required:

