

# CITY OF WILMINGTON

## ZONING PERMIT AND SITE PLAN REVIEW APPLICATION

### INSTRUCTIONS



#### ZONING PERMIT INFORMATION

##### A zoning permit is required for:

1. New construction or structural alteration of any building or structure, including principal structures, accessory structures, and temporary use structures.
2. Occupancy and use of vacant land.

##### A zoning permit is not required for any of the following:

1. Change of ownership of any land or structure.
2. Exterior or interior maintenance and repair of any structure, provided there is no expansion of the building footprint (although exterior changes may be subject to a Certificate of Appropriateness if the property is located in the H-1 (historic) overlay district).
3. Interior alteration of a building used for an approved principal or accessory use.
4. Re-occupancy of any building or re-use of any structure with a previously permitted use.
5. A change of occupancy to another permitted use, provided no modification of the site is proposed or required by the standards of this Code, such as an increase in the number of required parking spaces of sufficient landscaping/buffering, and that such change maintains compliance with all applicable requirements of this Code – in such cases, a Certificate of Occupancy shall be required.

##### Submittal Requirements

The following contents and information must be submitted to the Zoning Administrator for evaluation along with a completed application, unless the Zoning Administrator determines that certain information is not necessary to meet the intent of this section:

##### Plot Plan

If submitting by paper, two (2) copies of the plot plan shall be submitted. Plot plans can also be submitted electronically at [building@wilmingtonoh.org](mailto:building@wilmingtonoh.org). Plot plans, drawn to scale, shall be provided and shall express the following information:

1. Accurate dimensions of the boundary lines (based on a recorded survey), legal description, and square footage or acreage of site.
2. The location of each existing and proposed structure, with notation of the type, size (square footage area and outer wall footprint dimensions as applicable) of each structure.
3. Indication of the respective distances in feet from the outermost edges of each existing and proposed structure to property lines.
4. The total height of the proposed structure, and number of stories.
5. If proposing residential structure(s), the number of dwelling unit(s) within each, total living space by floor (square footage), and the number of bedrooms in each dwelling unit.
6. Indication of the existing and/or proposed vehicle access, parking provisions, and traffic circulation.
7. Provisions for landscaping, screening, signage, and lighting.
8. Other applicable information required by the Zoning Administrator to determine compliance of the permit request. This may include, but is not limited to, the location of drainage, public utility, common access, conservation easements, regulatory floodplain and stream protection areas, right-of-way easement line(s), boundaries of waterways, and finished floor elevations.

##### Review

Within a reasonable amount of time (typically less than 10 days), the Zoning Administrator shall review the application for conformance with provisions of this Zoning Code.

1. The Zoning Administrator shall either approve the Zoning Permit and issue a Zoning Certificate, or deny the application, and in doing so, state in writing the reasons for the action taken.
2. If the application is denied, the applicant may submit a new application and plans for review, or the applicant may appeal the decision to the Board of Zoning Appeals.

### **Expiration**

Failure to begin construction within twelve (12) months shall result in expiration of the Zoning Permit unless the applicant requests and receives an extension from the Zoning Administrator for good cause.

## **SITE PLAN REVIEW INFORMATION**

No person shall commence any use or construct or alter any structure or grade any lot or parcel in zones where a site plan is required without first obtaining an approved site plan.

### **Development Requiring a Site Plan Review**

Site Plan Review by the Planning Commission is required for the following types of development prior to the issuance of a zoning permit.

1. All non-residential development.
2. All residential development.
3. All conditional uses.

### **Development Exempt from Site Plan Review**

The following uses and circumstances shall be exempt from site plan review:

1. All uses listed as not requiring site plan in Section 2.102 (Table of Principal uses by Zoning District), including single-family and two-family dwellings.
2. Greenspace, open space, or other unimproved areas.
3. Any change in use or alteration that would otherwise also not require approval of a Zoning Permit, as provided in Section 1.304.2(D); and
4. Exterior alteration of a building used for an approved principal or accessory use which does not expand the building footprint by more than twenty-five (25) percent.

### **Site Plan Submission Requirements**

Please see Section 1.305.3 of the Wilmington Zoning Code for a complete list of site plan submission requirements.

### **Site Plan Review Procedure**

#### **Step 1 – Consultation with Zoning Administrator**

1. Informal consultation to
  - a. Discuss standards and technical issues pertinent to the proposal
  - b. Comment on required compliance of the proposal to standards of Code
  - c. Comment on whether site plan process is necessary and appropriate process for making a decision on the proposed development.
2. Concept sketch plan should be submitted to help explain:
  - a. Location of project
  - b. Proposed development and layout
  - c. Relationship to surrounding properties
  - d. Other relevant conditions

#### **Step 2 – Formal submittal and Processing**

1. The applicant formally submits application per Section 1.305.3 (Application Requirements).
2. Zoning Administrator determines within 10 day of receipt whether application is complete.
3. If not complete, Zoning Administrator notifies, in writing, specific deficiencies of the application. No further action will be taken on part of City until deficiencies are resolved.

4. Upon receipt of complete application, Zoning Administrator provides the accepted application to applicable authorities/departments for review of plan, allowing fifteen (15) days to respond and receive comments before the Zoning Staff Report is sent to Planning Commission.

### **Step 3 – Review and Action by Planning Commission**

Hard copy of permit application with two (2) sets of plans may be submitted to:  
City of Wilmington Building and Zoning  
69 N. South Street  
Wilmington, OH 45177  
(937) 382-5134

Applications and plans can also be submitted electronically to:  
[building@wilmingtonoh.org](mailto:building@wilmingtonoh.org)