

City of Norwalk

Residential Development Permit Process



City of Norwalk Zoning Department
38 Whittlesey Avenue, PO Box 30
Norwalk, OH 44857
(419) 663-6736
www.norwalkoh.com



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OVERVIEW

Zoning permits are required for all residential development and residential alterations in the City of Norwalk.

Applications for a zoning permit are obtained from the City Zoning Department, located on the second floor of City Hall, 38 Whittlesey Avenue. Applications may also be downloaded from the City of Norwalk website at www.norwalkoh.com. The applicant must submit the completed application to the City Zoning Inspector for review. A maximum of 10 working days is allotted for review. Upon approval by the City and payment of any applicable fees by the applicant, a zoning permit will be issued.

FLOOD HAZARD DEVELOPMENT

A development permit shall be obtained before construction or development begins within any special flood hazard area. Application for a development permit shall be made on forms furnished by the Public Works Director. Property owners are responsible for determining if their property is within a flood hazard area.

PERMIT FEES

Dwelling (each unit)	\$75
plus Park & Rec Tax (each unit)	\$500
Addition	\$50
Alteration	\$25
Separate Garage or Utility Bldg	\$25
Addition to Garage or Utility Bldg	\$15
Swimming Pool	\$20
Electric	\$25
Fence	\$10
Demolition	\$25
Home Occupation	\$10
Lot Split	\$25
Boulevard Opening	\$200
Street Opening	Estimate

NEW RESIDENCES

The City of Norwalk has adopted the Council of American Building Officials (CABO) Code as the residential building code for one, two and three family dwellings. It is the responsibility of the contractor to comply with this code.

City of Norwalk General Specifications

Storm Sewer Laterals:

- All downspouts, footer tile and sump pumps shall connect to the designated storm sewer lateral.
- Storm sewer laterals shall have an inspection port located in the boulevard between the sidewalk and street curb.
- Storm sewer laterals shall be 6" in size, labeled ASTM 3034 SDR35 and be surrounded on all sides with 6" of #57 or #8 limestone.
- Under no circumstances will corrugated pipe be allowed for use as storm sewer laterals.

Sanitary Sewer Laterals:

- All sanitary waste drains, basement floor drains and garage floor drains and sanitary sump pumps shall connect to the designated sanitary sewer lateral.
- All sanitary sewer laterals shall have an inspection port located between the sidewalk and street curb.
- Sanitary sewer laterals shall be 6" in size, labeled ASTM 3034 SDR35 and be surrounded on all sides with 6" of #57 or #8 limestone.

Undeveloped Sewer Taps:

- All contractors must be licensed to make undeveloped taps into sewers. Qualified contractors may apply at the Utility Billing Department.

Driveways:

- Driveway apron widths shall have a maximum width of 20' at the street entrance. This width may be increased with a 1' radius at the street or a 1' flare from the sidewalk to the street.
- Concrete depth shall be 6" including the sidewalk area through the driveway apron. Only 6" forms may be used in this area.

- Driveways and other sidewalks may have a depth of 4”.

Appliances:

- Appliance installation and venting systems will be subject to the National Fuel Gas Code Regulations and inspections by the authorized personnel of Columbia Gas of Ohio.

Electrical:

- The City of Norwalk has adopted the National Electrical Code for minimum requirements.
- Service inspections for temporary and permanent services shall be no smaller than 100 AMP.
- If two (2) meter bases are used, they shall be labeled A and B.
- All temporary services shall have 120 volt receptacles and be GFCI protected.
- All receptacle boxes and disconnects shall be weatherproof.
- Ohio Edison will approve all locations of service entrances. Inspection of service entrances will be made by the City of Norwalk Electrical Inspector after application to Ohio Edison at 668-9693.

Water Specifications:

- Each dwelling unit will have a separate tap, curb stop, curb box and meter.
- All remotes for the meters will be placed where they can be read easily. Meters shall not be located in any crawl space, wall or ceiling.
- Meters must be placed parallel with the floor and shut off valves must be placed on the curb side of the meter including water only meters. Meters must be easily accessible.
- Water only meters must have a back-flow prevention system installed, which must be approved by the City of Norwalk Back-flow Supervisor.

Curb and Street Cuts:

- A permit is required when any street or boulevard is opened. Fees will be refunded following an inspection of the completion of work.
- Curb cuts will have a 45 degree angle on curb sides. 2” of curb must remain above the edge of road pavement. All cuts must be saw cut.

Inspections:

- The general contractor is responsible to notify any subcontractors of necessary inspections.
- Allow a minimum of 48 hours to schedule inspections.
- Electrical inspections will be performed in mornings only.
- A final inspection is mandatory before any occupancy will be permitted to any residence.
- Dye tests will be conducted by the contractor and observed by the City. The dye is available through the Street Department.

Inspections by the City are required for the following: footer, sanitary sewer lateral, storm sewer lateral, footer tile connection, downspout connection, plumbing, electric, final electric, sanitary lateral dye test, storm lateral dye test, driveway apron, and final.

ACCESSORY USES AND BUILDINGS.

Except as otherwise provided in this Ordinance, an accessory use or structure shall be permitted in association with a principal use or structure provided that:

- It shall not contain or be used as a dwelling unit.
- It shall not exceed fifteen feet (15') in height.
- It shall meet all yard requirements of the principal use, except as modified by the District Regulations in Chapters 1151 through 1167.
- An accessory building may be detached from the principal building or erected as an integral part of the principal building, or it may be connected therewith by a breezeway or similar structure.
- Except as provided in Section 1173.09, accessory buildings shall only be erected in a rear yard, and shall not occupy more than thirty-five percent (35%) of the rear yard.
- All accessory buildings shall be erected at least six feet from any dwelling which it is not an integral part of and shall be at least six feet from any other accessory building, and shall be at least five feet from all lot lines of any adjoining lot within any R District.
- No part of any accessory building shall be erected on any lot

at a distance greater than 250 feet from the street right-of-way line located at the front of the lot.

PRIVATE SWIMMING POOLS

No private swimming pool (“pool”), exclusive of portable swimming pools with a diameter less than twelve feet (12') or with an area of less than one hundred square feet (100 sf.), shall be allowed in any commercial or residential district, except as an accessory use and unless it complies with the following conditions and requirements:

- The pool is intended and is to be used solely for the enjoyment of the occupants of the principal use of the property on which it is located. A pool will be considered an accessory use to the main structure.
- A pool may not be located closer than ten feet (10') to any property line, except in an R-1 District where that minimum distance shall be six feet (6'). That distance shall be measured from the water's edge and shall not restrict fences, ground level patios, pumps, and similar pool accessories not requiring separate permits.
- Elevated decks for above-ground pools shall not be located closer than ten feet (10') to the property line.
- The swimming pool or the entire property behind the front building on which it is located, shall be walled or fenced to prevent uncontrolled access by children from the street or from adjacent properties, unless sides of the pool are four feet (4') in height or more above grade. The fence or wall shall not be less than six feet (6') in height, shall be separate from the wall of the pool, and maintained in good condition with a gate and lock. Those above ground pools higher than four feet (4') from the base of the pool wall upward shall be secured by a locked entrance.
- Before construction commences, the petitioner shall obtain a zoning permit under Chapter 1133, a fence permit (where required), a swimming pool permit, and all permit fees shall be paid.

Pools, including above-ground pools, may not be located in the

front yard of the lot without a variance from the Board of Zoning Appeals.

FENCES AND WALLS

- No fence shall exceed thirty inches (30") in height between the street right-of-way line and the building setback lines. No fence shall exceed six feet (6') in height above the elevation of the surface of the ground when located in any required rear yard or side yard.
- Supporting members for walls and fences shall be installed so as not to be visible from any other property which adjoins or faces the fences or walls being installed. This regulation shall not apply to fences or walls which are designed so that the supporting members are identical in appearance on both sides of the fence or wall.
- Maintenance: Fences shall be kept in proper repair and maintained so as not to create conditions which endanger the health, comfort, or safety of the public.
- Permits: No fence or wall shall be erected or constructed until a fence permit has been issued by the Zoning Inspector who shall review each request to determine its compliance with this Chapter. Each property owner shall determine property lines and ascertain that the fence or wall does not encroach upon another lot or parcel of land.
- Variances: Any deviation from this Ordinance must be approved by the Board of Zoning Appeals under the provisions of Section 1137.02. The Board of Zoning Appeals shall consider, in ruling upon such request, the criteria referred to in Section 1137.02.

CONDITIONAL USES

A conditional use is defined as a use permitted within a district other than a principally permitted use, requiring a conditional use permit and approval of the Board of Zoning Appeals.

An application for a conditional use can be obtained from the Clerk of Council or downloaded from the City of Norwalk

website at www.norwalkoh.com. A \$50 fee is required to be paid upon submission of the completed application to the Clerk.

Conditional use applications will be considered by the Board of Appeals. The Board meets the 3rd Wednesday of the month at 6 p.m. at the Norwalk Police Department Training Room, 37 N. Linwood Avenue, Norwalk. Applications must be received by the first of the month in order to be considered at that month's meeting.

Approval by the Board of Appeals of a conditional use does not constitute approval of the preliminary or final review.

VARIANCES

Any variance from the zoning code must be considered and approved by the Board of Appeals.

The applicant shall meet the standards and conditions imposed by Section 1137.02 of the Norwalk Zoning Code. No variance shall be granted which will alter the character and use of a zoning district or to correct an error of judgment in zoning laws.

An application for a variance can be obtained from the Clerk of Council or downloaded from the City of Norwalk website at www.norwalkoh.com. A \$50 fee is required to be paid upon submission of the completed application to the Clerk.

Variance applications will be considered by the Board of Appeals. The board meets the 3rd Wednesday of the month at 6 p.m. at the Norwalk Municipal Court, 37 N. Linwood Avenue, Norwalk. Applications must be received by the first of the month in order to be considered at that month's meeting.

Approval by the Board of Appeals of a variance does not constitute approval of the preliminary or final review.

LOT SPLITS

Development of property may necessitate a lot split. Lot splits must meet the requirements of the zoning ordinance and must be approved by the Planning Commission.

An application for a lot split can be obtained from the Zoning Inspector or downloaded from the City of Norwalk website at www.norwalkoh.com. A request for a lot split should be submitted to the Zoning Inspector and must include a survey plat and description of the property, along with the \$25 application fee. The Zoning Inspector will forward the request to the Planning Commission. The commission meets in the Norwalk Police Department Training Room, 45 N. Linwood, Norwalk, on the second Wednesday of each month at 7:30 p.m. The Zoning Officer must receive the request for the lot split seven days prior to a meeting for consideration at the next meeting.

The Board of Appeals must approve any variances before a lot split may be submitted to the Planning Commission.



CONTACTS

City of Norwalk

City Hall	Mayor Rob Duncan	(419) 663-6700
Police	Chief David Light	(419) 663-6780
Fire	Chief John Soisson	(419) 663-6790
Public Works	Josh Snyder	(419) 663-6735
Zoning/Planning	James Frado	(419) 663-6736
Clerk of Council	Lisa Hivnor	(419) 663-6760
Finance	Diane Eschen	(419) 663-6720
Park & Rec	Joe Lindenberger	(419) 663-6775
Law	Stu O'Hara	(419) 663-6785
Municipal Court	Judge Eric Weisenburger	(419) 663-6750
Water Treatment	Robert DeVecchio	(419) 663-6725
Safety/Service	Bob Patusky	(419) 663-6700
Streets	Richard Moore	(419) 663-6715
WasteWater	Bill Albrecht	(419) 663-6755
Architectural Review	Mary Stewart	(419) 668-8031
Planning Commission	Clerk of Council	(419) 663-6760
Board of Appeals	Clerk of Council	(419) 663-6760

Norwalk Economic Development Director

Ellen Heinz	10 ½ W. Main Norwalk, OH 44857	(419) 668-9858
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Huron County Chamber of Commerce

Melissa James	10 W. Main Norwalk, OH 44857	(419) 668-4155
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Huron County General Health District

Tim Hollinger	180 Milan Avenue Norwalk, OH 44857	(419) 668-1652
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Revised 12/16/13

