

Liberty Township - Fairfield County Ohio

Liberty Township Zoning Department New House Checklist

1. Lot Split – If the parcel to be built on is part of a lot split from an existing parcel, that process (started through the Fairfield County Regional Planning Commission [RPC]) must be completed by the resident. Copies of approval from the RPC (740.652.7110) and the new parcel number from the Fairfield County Auditor's Office (740.652.7030) must be provided.
2. Address – If the parcel does not have an address, resident must apply for and receive an address from the Fairfield County Engineer's office (740.652.2300).
3. Well and Septic – An approved well permit and septic permit must be obtained by the resident from the Fairfield County Health Department (740.652.2815) which may take 3-5 weeks to complete.
4. Survey – A copy of the survey of the parcel must be provided. The survey must show measurements. Flood plain designations are suggested.
5. Legal Description – A copy of the legal description must be provided (this can be found on the Fairfield County Auditor's website).
6. Flood Plain – If any construction (house, driveway, accessory structure, etc.) will be built in an area designated as a flood plain, a permit of construction from RPC must be provided.

*****All of the above information must be completed and provided with the Application for Zoning Permit.*****

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7. Drainage, Erosion and Sediment Control (DESC) – Resident and contractor will assist in filling out the DESC forms. Note that the owner must sign the DESC. If the total square footage disturbed is greater than one acre (43,560 sf), a general construction permit from the Ohio EPA is required.

It appears that any other disturbance on the property (that does not need a permit) must also be included in the DESC calculations.

8. DESC Builder/Landowner Permit – This must be signed by both the resident and the contractor.

9. Zoning Permit – To be completed by the resident or contractor. Fees must be collected before a permit is issued. (See current Liberty Township Fees – no credit cards – check or money order is preferred.)

10. Zoning Compliance – Must be returned to the zoning office notifying the zoning inspector that the project is “substantially” completed and is ready for inspection. The Zoning Inspector will visit the site and approve or deny the compliance.

*****Resident may not move into the house until the compliance form is approved.*****