

# Village of Malvern Application for Permit

Date: \_\_\_\_\_

Individual Information	Contractor Information
Name	Name
Mailing Address	Mailing Address
Phone Number	Phone Number

## Property Site Information

Address: \_\_\_\_\_

Site Plan Attached?  Yes  No

Special Flood Hazard Area Development Permit Application Attached (If Required)

Yes  No  Not Required

Permit Application for (please check appropriate box)

Building/Structure  Addition  Driveway  Sidewalk

Swimming Pool  Fence  Outbuilding

*Attached hereto is a drawing detailing the dimensions of the project indicated above, and its physical relation to any Village street or alley, or any building or other structure on the designated location.*

\_\_\_\_\_  
*Signature of Applicant*

## For Office Use Only

The above application is hereby  Approved  Denied

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

By: \_\_\_\_\_

Village Administrator

## Ordinance 24-2017

An Ordinance amending the placement requirements for buildings and structures under the "construction permit" ordinance, Ordinance 15-2013, of the Village of Malvern, Carroll County, Ohio.

Whereas, the Village desires to update its placement requirements for buildings and structures found at Ordinance 15-2003 as set forth in this Ordinance; and

NOW, THEREFORE, be it ordained by Council for the Village of Malvern, Ohio, a majority or more of its members concurring, that:

Section 1: Ordinance 15-2003, passed December 16, 2013, which reads as set forth in attached Exhibit A, be and hereby is amended to read as follows (amended language in **bold**):

Section 2. [Application Forms] Application for permits for the construction or placement of building or structures, additions, driveways, sidewalks, outbuildings, or swimming pools shall be made on forms furnished by the Village. The application for the permit shall contain the following information:

- (a) \*\*\*
- (b) The location of the site on which the building or structure, addition, driveway, sidewalk, outbuilding, swimming pool, **or fence** construction or placement is to occur, with proof of surviving pin locations on such property prior to building or placing any **building, structure, addition, driveway, outbuildings, swimming pool, or sidewalk within three (3) feet of any property line and any fence within 18 inches of any property line;**
- (c) \*\*\*
- (d) \*\*\*

Section 2: The existing Section 2(b) in Ordinance 15-2003 is hereby repealed.

Section 3: All formal actions of Council relating to the adoption of this Ordinance, and all deliberations of Council and any of its committees leading to such action, were in meetings open to the public as required by law.

Section 4: This Ordinance shall take effect and be in full force from and after the earliest date allowed by law.

Passed this 17<sup>th</sup> day of January, 2018.

Robert DeLong  
Robert DeLong, Mayor

Barb Burgess  
Barb Burgess, Presiding Officer

Ashley Ring  
Ashley Ring, Fiscal Officer

Prepared and approved as to form by:

Chad Murdock  
Chad Murdock, Village Solicitor

ORDINANCE NO. 15-2013

AN ORDINANCE TO AMEND ORDINANCE 21-2003,  
REQUIRING A PERMIT FOR THE CONSTRUCTION OF  
OR ADDITION TO ANY BUILDING OR STRUCTURE,  
THE CONSTRUCTION OR REPLACEMENT OF DRIVEWAYS,  
SIDEWALKS, AND THE CONSTRUCTION OR PLACEMENT  
OF OUTBUILDINGS OR SWIMMING POOLS  
ON PROPERTY WITHIN THE VILLAGE  
AND SETTING THE FINE FOR FAILURE TO OBTAIN PERMIT

WHEREAS, it has been deemed in the best interest of the Village residents to have uniformity in the repair and maintenance of Village roadways, alleys, streets, and other public right-of ways; and

WHEREAS, it is necessary for the safe and efficient use and protection of the Village roadways, alleys, and right-of ways to maintain clear access; and

WHEREAS, it is necessary for the health, welfare, and safety of Village residents to maintain open streets and alleys,

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF MALVERN, OHIO THAT ORDINANCE 21-2003 IS HEREBY AMENDED IN ITS ENTIRETY TO READ AS FOLLOWS:

SECTION 1. [Permits Required]

(a) No person or entity shall build or make additions to, or cause to be built or have additions made to, the exterior of any building or structure, within the Village of Malvern, which changes the footprint or foundation of the building or structure, without first having obtained a written permit from the Village.

(b) No person or entity shall construct or replace, or cause to have constructed or replaced any driveway, or sidewalk upon any property within the Village of Malvern without first having obtained a written permit from the Village.

(c) No person or entity shall construct or place, or cause or have constructed or placed, any outbuilding or swimming pool upon any property within the Village of Malvern without first having obtained a written permit from the Village.

(d) An Application for Development, in Compliance with the requirements of Ordinance 5-95 as now in effect or as hereafter modified, must accompany any permit application if the construction or placement of any building, structure, driveway, sidewalk, outbuilding or swimming pool is located on property within a flood boundary or floodway.

SECTION 2. [Application Forms] Applications for permits for the construction or placement of buildings or structures, additions, driveways, sidewalks, outbuildings, or swimming pools, shall be made on forms furnished by the Village. The Application for the Permit shall contain the following information:

- (a) The name, address, and telephone number of the applicant;
- (b) The location of the site upon which the building or structure, addition, driveway, sidewalk, outbuilding or swimming pool construction or placement is to occur, with proof of surveying pin locations on such property prior to building or placing any building or structure, addition, driveway, sidewalk, outbuilding, or swimming pool within one (1) foot of any property line; and
- (c) A drawing which details the dimensions of the building or structure, addition, driveway, sidewalk, outbuilding, or swimming pool and its physical relation to any Village street or alley, and any building or other structure on the designated location.
- (d) A Special Flood Hazard Area Development Permit Application, if applicable.

SECTION 3. [Construction Standards] Construction or placement of buildings or structures, additions, driveways, sidewalks, or shall be performed in accordance with specifications approved by the Village.

SECTION 4. [Fees and Permit Expiration] There shall be a \$25.00 fee for a permit issued under this ordinance. A permit shall cover only contiguous construction and the work shall be done as one continuous operation. A permit shall expire if work is not begun within 60 days or completed within 120 day after issuance of the permit, and a new permit shall be required before beginning or completing the work.

SECTION 5. [Fine for Failure to Obtain Permit] Failure to obtain a permit shall subject the property owner to a fine not to exceed \$500.00, in accordance with the penalty section 94.99 of the Ohio Basic Code, 2000 edition, as now in effect or hereafter amended.

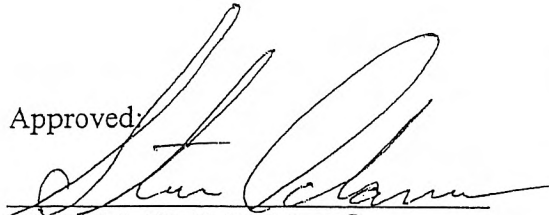
SECTION 6. Council hereby authorizes the Village Administrator to accept and review applications for permits under this Ordinance and to issue or deny permits.


SECTION 7. That Ordinance 21-2003 and any other Ordinances or parts thereof, inconsistent with this Ordinance, is hereby repealed.

SECTION 8. This Ordinance shall take effect at the earliest time allowed by law.

PASSED this 16<sup>th</sup> day of DECEMBER, 2013.

Approved:

  
STEVEN ADAMS, Mayor

  
PATRICIA GRIFFITH  
Village Fiscal Officer

  
ALAN ARTZNER  
President of Council