

City of Conneaut
Procedure for Obtaining a Zoning Permit

1. Pick up Zoning Application and Information Sheet at Conneaut Zoning Office, 2nd Floor, City Hall Building, 294 Main Street, Conneaut, OH, or print from web site.
2. Fill out application and submit along with required information.
3. Application is date stamped when received in office and put in Zoning Inspector's mail box.
4. Zoning Inspector reviews application and determines if all information is provided. If not, she will call applicant to request missing information or clarification.
5. Zoning Inspector then determines if applicant is required to attend Planning Commission meeting (only if commercial); Zoning Board of Appeals for a variance if needed; or if application is ready for inspection and issuance of permit.
 - A If Planning Commission action is required, Applicant is notified by the Zoning Inspector and application is put into Planning Commission file.
 - 1 Clerk of Planning Commission comes in approximately 1 week before meeting and sets Planning Commission agenda. Additionally, she notifies Commission members of applicant's information.
 - 2 If Zoning Board of Appeals action is required, Applicant is notified by Zoning Inspector that the application is being denied and the reason for the denial. In addition, the Zoning Inspector notifies the applicant that the applicant must pay a non-refundable ZBA fee prior to the meeting.
 - a The Board shall fix a reasonable time for the hearing of an appeal, or application for special permit, not more than thirty (30) days after receipt of the notice of appeal unless the same is waived by the applicant. The Board shall cause written notice to be sent to the applicant, or any other parties required by ordinance, at least ten (10) days prior to the hearing, unless the same is waived, and shall contain the following:
 - 1 The date, time and location of the hearing.
 - 2 That the applicant may choose to be represented by counsel and to have that counsel present.
 - 3 That the applicant may call such witnesses as he chooses to testify on his behalf.
 - 3 If application is complete and no variances are required, the Zoning Inspector calls the applicant and schedules a day and time for an on-site inspection. After inspection and if all Zoning Codes are adhered to, the Zoning Inspector then issues the permit.