

VILLAGE OF LEESBURG

57 SOUTH FAIRFIELD STREET • P.O. BOX 305 • LEESBURG, OHIO 45135

MAYOR'S OFFICE
Phone 937-780-3801
Fax 937-780-3101

FISCAL OFFICER
Phone 937-780-6928
Fax 937-780-3101

WATER DEPARTMENT
Phone 937-780-3281
Fax 937-780-6676

VILLAGE
ADMINISTRATOR
Phone 937-780-6380

STEPS TO OBTAIN A NEW STRUCTURE COMPLIANCE PERMIT.

1. Person(s) can obtain a copy of the New Structure Compliance Permit Application from the Leesburg Municipal Building or printing from our website at www.leesburgohio.org.
2. New Structure Applications must then be turned in to the Village Administrator along with all drawings and pertinent information regarding the structure. In addition, a non-refundable application process fee of \$25.00 must accompany the application.
3. The Village Administrator or representative thereof, will then meet with the applicant and inspect the site.
4. The Village Administrator will then approve or deny the application, the application is then signed off by Administrator and a signed copy will be given to the applicant to use as their actual permit. Building may then commence.
5. If the Village Administrator does not approve the application, the Administrator will notify the applicant in writing that the application was denied, and why it was denied. ****IF DENIED, NO CONSTRUCTION IS PERMITTED****

NEW STRUCTURE COMPLIANCE PERMIT PACKET

1. Steps
2. Application
3. Drawing of Structure
4. Ordinance
5. Back Flow Valve Letter

VILLAGE OF LEESBURG NEW STRUCTURE COMPLIANCE PERMIT APPLICATION

DATE OF APPLICATION _____ ESTIMATED COMPLETION DATE _____

PROPERTY OWNER _____

APPLICANT NAME _____ ESTIMATED COST _____

MAILING ADDRESS _____ PHONE NUMBER _____

PROJECT ADDRESS _____ BUILDING SIZE _____

CONTRACTOR NAME _____ PHONE _____

CONTRACTOR ADDRESS _____

TYPE OF BUILDING _____ BUILDING MATERIALS _____

DISTANCE FROM STRUCTURE TO PROPERTY LINE(S):

FRONT YARD _____ SIDE YARD (R) _____ SIDE YARD (L) _____ BACK YARD _____

AUDITOR INFORMATION (if applicable): # Bedrooms ___ # Baths ___ # Stories ___ Liveable Sq Ft ___

All information contained in this application is true, accurate, and complete to the best of my knowledge and

I do hereby agree to complete the project in compliance with all relevant building codes

OWNER/OWNER REPRESENTATIVE (PLEASE PRINT) _____

OWNER/OWNER REPRESENTATIVE SIGNATURE _____

RESIDENTIAL: INCLUDE A DRAWING WITH DISTANCE OF STRUCTURE FROM PROPERTY LINES.

PLEASE NOTE: BUILDER IS RESPONSIBLE FOR CHECKING FOR COVENANTS AND PROPERTY DEED

RESTRICTIONS BEFORE BEGINNING LISTED PROJECT.

**COMMERICAL: PERMIT OBTAINED FROM STATE OF OHIO, NOT VILLAGE OF LEESBURG.

*****OFFICE USE ONLY*****

\$25 FEE (NON-REFUNDABLE) _____ RECEIVED BY _____ CHECK OR CASH

MAKE CHECK PAYABLE TO VILLAGE OF LEESBURG

IS PROPERTY LOCATED IN A FLOODPLAIN? YES ___ NO ___

IS WATER OR SEWER SERVICE NEEDED: _____

ANY PAST DUE AMOUNT FROM APPLICANT? _____

AUTHORITY APPROVAL _____ DATE _____

Description of Drawing of Structure

Show Property Line, position of structure and footage. See Ordinance for guidelines

A large, empty rectangular box with a thick black border, occupying the majority of the page. This box is intended for a drawing of a structure, as indicated by the text above it. The drawing should show the property line, the position of the structure, and the footage. The box is currently blank.

ORDINANCE NO. 01-15

AN ORDINANCE TO REGULATE STRUCTURES IN THE VILLAGE

WHEREAS, THE Council appointed a committee to study and to make recommendations to Council regarding size and placement of structures within the Village, and after numerous meetings and advise, in session open to the public, and after inviting public comment on the subject matter of this legislation at council meetings for the past year, the following regulations are proposed. Now, therefore,

Be it ORDAINED by the Council of the Village of Leesburg, State of Ohio, that

SECTION ONE:

There is hereby enacted Chapter 155 of the Leesburg Code of Ordinances to read as follows:

SECTION 155.01. REGULATION OF BUILDINGS.

(A) No person or entity shall construct, erect or add to any building or structure in the Village of Leesburg unless such person or entity shall have made application for, and received a permit for, such activity.

(B) No technical form for said application shall be required except that such application shall contain the following:

- (1) Name of the owner of the property wherein the activity will be conducted
- (2) The street address of the property wherein the activity will be conducted
- (3) The dimensions of the property wherein the activity will be conducted
- (4) A map showing the location of all existing structures and of all new buildings or structures on the property and showing the distances from

streets, alleys, sidewalks and property lines to the existing structures and new buildings

- (C) The application shall be delivered to the office of the Village Clerk together with a non-refundable fee of \$25, and the Village Administrator shall meet with the applicant as soon as practicable to determine compliance with this Chapter and to determine the requirements for water and sewer connections.
- (D) The Administrator shall approve all applications for structures meeting the requirements of this Chapter, and shall reject all other applications.
- (E) No person or entity shall construct, erect or add to any building or structure in the Village of Leesburg except as permitted in the approved application obtained in conformance with this Chapter.
- (F) Whoever violates any provision of this section is guilty of a first degree misdemeanor and shall be punished as provided by law.

SECTION 155.02. COUNCIL APPROVAL, APPEALS.

- (A) All approved applications shall be delivered to Village Council within 30-days for review of compliance.
- (B) Council may question compliance with this Chapter by notifying the applicant within 10-days of its review and setting a hearing at the next regular council meeting to invite comment from the applicant, witnesses and interested persons, after which, council may continue the matter, reverse the approval of the Administrator, or place such conditions on the approval of the application that it will insure compliance with the chapter.

(C) Any aggrieved person may appeal to council the decision of the Administrator within 30-days of the notice of the decision. Notice shall be deemed given when such action is communicated in writing to the aggrieved person, or at the time such action is reported to an open, regular meeting of Council and recorded in the minutes.

(D) Upon presentation of an appeal under subsection (C), above, Council shall hold a hearing after due notice to all affected persons which may be accomplished by publishing notice of the hearing twice in a newspaper of general circulation in the county, at which, council shall afford all interested persons a reasonable opportunity to speak on the matter. The Appellant shall deposit with the Clerk the costs of publication of said notice as a condition of the acceptance of the appeal.

(E) Council, by majority vote, may take such action as its deems necessary, including, reversal of the decision of the Administrator, recommending modification of the application, or denying the appeal. Upon 2/3-majority vote, Council may grant a narrow and specific variance from the requirements of this Chapter in the case of demonstrated extreme hardship to the property owner.

SECTION 155.03. PLACEMENT OF BUILDINGS AND STRUCTURES.

(A) The location of any new construction of, or alteration to, a structure shall not occur within 15-feet of the front, or street side, lot or parcel property line, or within 15-feet of the rear lot or parcel property line.

(B) The location of any new construction of, or alteration to, a structure shall not occur within 10-feet of the side lot or parcel property line.

(C) Unless obvious from its layout, the Administrator shall determine what constitutes a side, front or rear property line, and shall utilize the existing character of the neighborhood in making this determination, if feasible.

SECTION 155.04. AREA.

(A) Single-family dwellings may be placed on recorded, platted lots, existing prior to the enactment of this legislation, under 7500 square feet in land area provided there is a minimum of 5000 square feet of land area and the dwelling contains a minimum of 980 square feet of useable living area.

(B) All structures intended as dwellings shall have a minimum of 980 square feet of living space for each family unit, exclusive of garages, storage buildings or other out-buildings.

(C) In the event a non-conforming structure is destroyed by fire, flood, quake or wind, the owner may rebuild the structure with an equal amount or more of habitable living space as the previous structure.

(D) The minimum lot or parcel size, exclusive of any easements or any dedicated streets and alleyways, except as provided above, shall be

(1) 7500 square feet for a single-family unit

(2) 10000 square feet for a two family unit

(3) 14000 square feet for a three family unit

(4) 17000 square feet for a four family unit

(5) for each addition family unit the land area shall increase by 3000 square feet.

SECTION 155.05. FOUNDATIONS.

- (A) All buildings or structures designed for or used as human habitation shall have a foundation around the entire perimeter of the structure or building.
- (B) Wheels, jacks, piers, timbers, stacked blocks or similar devices are prohibited as foundations.
- (C) A foundation shall be constructed of poured or laid masonry with a base below the frost line and a surface above the ground moisture.

SECTION 155.06. BUILDING CODES.

- (A) All structures shall comply with all federal, state and local building codes.
- (B) The Village hereby adopts, and requires all non-commercial, single-, two- and three-family structures to meet, the requirements of the Ohio Basic Building Code, unless at variance with this Chapter.

SECTION 155.07. TRAILER PARKS; TRAILERS.

- (A) No person shall inhabit any trailer outside of a duly licensed and regulated trailer park permitted under Ohio Revised Code Chapter 3733.
- (B) A "trailer" is defined as any vehicle capable of being moved lawfully upon the public ways of this state provided it has affixed the proper drawbars, chains, axles, wheels, tires, lights and other appliances; or as any vehicle for which a certificate of title or manufacture was issued upon its original sale to a consumer.
- (C) Any trailer or part thereof placed outside of a trailer park in the Village shall be required to meet all provisions of this Chapter as new construction.

SECTION 155.08. UTILITIES.

- (A) No provider of water, sewer, gas, electric, telephone or refuse pick-up shall establish such service at any place in violation of this Chapter, or continue to do so after notice by the Administrator of such violation.
- (B) Whoever violates this section is guilty of a minor misdemeanor and each day's violation is a separate violation.

SECTION 155.09. DILAPIDATED, FILTHY, UNFINISHED STRUCTURED.

- (A) All property owners shall conform to all sanitary laws of the state and Village.
- (B) All property owners shall complete all construction in a timely manner and, in no event, later than one year from the date of the permit issuance, and restore all grass surfaces, sidewalks and grades to a finished condition.
- (C) No filthy or dilapidated structures or buildings shall be approved for addition or improvement unless, as a part of the proposed work, such defects are to be corrected.

SECTION TWO:

This ORDINANCE shall become effective upon passage by a majority of the members of Council, Approval by the Mayor and following 30-days after publication.

Passed: _____

Mayor

Attested: _____

Clerk-Treasurer

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Dear Leesburg Sewer Customer,

Due to some recent issues with the sanitary sewer system in the village, the village is instituting a new policy effective immediately: Any residential customer who has not installed a backflow preventer in the sewer lateral between the residence and the sewer main line will not be reimbursed for damages caused as a result of sewage backing up into the residence.

Sewer mains backing up into customers' homes is a rare occurrence. However, it can happen through no fault of anyone. Some areas of the village are more prone to this issue than others, but it can happen anywhere. All customers are requested and advised to contact a village administrator for assistance in locating a qualified contractor to do the work, and setting up an appointment for an inspection of the installed backflow preventer by a village administrator. Because this work is the owner's responsibility, the village can only assist by maintaining a list of qualified contractors and by performing an inspection before the work is covered.

Thank you for your attention to this matter.

Sincerely,

Amy Palmer
Village Administrator
(903)780-6380