

PLANNING AND ZONING INFORMATION

The purpose of a permit allows for the enforcement of codes which have been adopted as law by the Village of Silver Lake for the benefit of all residents. The enforcement of codes is carried out to protect the public health, safety and welfare. The Village of Silver Lake and the County of Summit Ohio Board of Building Standards are required to assure safe construction.

Refer to the APPLICATION FOR ZONING PERMIT for additional information.

The Planning and Zoning Commission meets the 2nd and 4th Mondays of each month at **6:00 p.m.** providing there are plans to review and there is a quorum (3 members of the Commission).

Plans must be submitted no later than noon the Thursday **BEFORE** the next scheduled Planning and Zoning meeting.

All dimensions must be shown including lot lines, required set back lines, planned set back lines, dimensions from lot lines to building faces, and to overhangs. (See Section 1107.04 Application Requirements)

Proper drainage, i.e. tie-ins, downspouts, **MUST** be noted on the plans.

BEFORE a zoning permit can be issued, property pins must be located and marked and the proposed project must be located with stakes, string or sprayed for the Zoning Inspector's approval.

Once plans are approved by the Planning Commission and the Zoning Inspector, the zoning permit must be picked up at Village Hall **BEFORE** going to the Summit County Building Departments for the building permit.

If an applicant's proposal has been referred to the Board of Zoning Appeals for a variance, the Board of Zoning Appeals **REQUIRES** a survey of the property be prepared by a registered State of Ohio professional surveyor. A meeting will not be scheduled until the proper survey has been submitted and the \$150 fee paid.

CONTRACTORS AND SUBCONTRACTORS MUST MEET ALL INCOME TAX REPORTING REQUIREMENTS:

Regional Income Tax Agency Business Registration Form 48

Income Tax Questionnaire

Employers doing business within the Village of Silver Lake are required to deduct, at the time of payment of salaries, wages, commissions or other compensation, 2 percent (2%) of total gross wages earned as a result of performing work within the Village of Silver Lake.

Every employer who is required to deduct the tax at the source is liable directly to the Village of Silver Lake and/or the Regional Income Tax Agency (RITA) for payment of such tax whether actually collected from their employees or not. Also, the net profit from income earned within the Village of Silver Lake is subject to the tax. Both withholding and tax on profits are due quarterly.

If you need further assistance, please call Suzanne Lipan at Village Hall 330.923.5233.