



City of Napoleon, Ohio

Zoning Department

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Mark B. Spiess, Senior Engineering Technician / Zoning Administrator

Telephone: (419) 592-4010 Fax: (419) 599-8393

www.napoleonohio.com

September 4, 2019

Ms. Stephanie Gillen
22 Lakeview Dr.
Napoleon, Ohio 43545

Re: Working Without A Permit

Dear Ms. Gillen,

It has come to our attention there were a set of stairs installed at your residence without a permit.

1. Work being done inside the City of Napoleon, as per section 1141 of the Zoning code, requires a zoning permit and possibly other permits from Wood County Building Inspection.

1105.02 (f) (1) or (2) Violations

- (1) No person shall recklessly violate any provision of this Planning and Zoning Code or any condition or restriction contained in a conditional use permit.
- (2) No person shall construct, reconstruct, alter, change, or demolish any exterior feature of any building or structure in violation of the provisions of Chapter 1138, or do things in violation of, or contrary to, and certificate of appropriateness granted by the Preservation Commission.

1147.99 Penalties

Persons Violating. Any person found violating Section 1105.2 (f) (1) or (2) of this Planning and Zoning Code shall be deemed guilty of an unclassified misdemeanor punishable by a fine not to exceed \$1,000.00 for each violation. Each day a violation continues shall constitute a separate offense.

You have fifteen (15) days from the date of this letter to respond. If you have any questions or require additional information, please contact my office at your convenience.

Yours truly,



Mark B. Spiess
Sr. Eng. Tech / Zoning Admin.
City of Napoleon, Ohio

cc: Chad E. Lulfs, P.E., P.S., Director Of Public Works
Billy D. Harmon, Law Director
Kevin Schultheis, Code Enforcement Officer