



CITY OF NAPOLEON – Building & Zoning Division
255 W. Riverview Avenue, PO Box 151, Napoleon, OH 43545
Phone: 419-592-4010 - Fax: 419-599-8393

BUILDING & ZONING Wednesday, June 04, 2003
DIVISION

Zoning Administrator
Building Commissioner
Brent N. Damman

Mr. Shawn McCabe
Wildcat Barber
1227 Scott Street
Napoleon, Ohio 43545

Re: Proposed drive-thru establishment.

Dear Mr. McCabe

This letter is to inform you that before you begin the construction of your proposed "drive-thru" establishment, you must first obtain proper permits and follow certain procedures. The very first procedure is to have a "preliminary or draft" site plan developed to determine if there is adequate room to maneuver vehicular traffic around the building without causing harm to neighboring properties and to determine if City Code can be met. The next step is to setup an appointment with the City Engineer and myself to review the preliminary plan. Once the preliminary plan is reviewed and approved a final plan will need to be drafted and formally submitted to the Zoning Department (myself). You will then need to complete an application to the Planning Commission for a "Special Use Permit". The Planning Commission meets once a month on the second Tuesday. Applications must be submitted to my office no later that 30 days before the public hearing date. The Planning Commission will set a public hearing date and time and notify those involved of such (including all neighboring property owners). If the commission approves the Special Use Permit, then a copy of the proceedings will be sent to City Council for their review. If Council agrees with the commission the issue is passed.

Please understand this is not a done deal until approved by City Council and any improvements you make in the direction of establishing the drive-thru are at your own risk.

Should you have any questions or comments, please do not hesitate to contact my office.

Sincerely,

Brent N. Damman
Brent N. Damman
Zoning Administrator