



City of NAPOLEON, OHIO

255 WEST RIVERVIEW AVENUE, P.O. BOX 151
NAPOLEON, OHIO 43545-0151
(419) 592-4010
FAX (419) 599-8393
www.napoleonohio.com

October 16, 2002

Mayor
J. Andrew Small

Mr. Andrew Edwards
The Planning & Zoning Resource Corporation
25S. Oklahoma Ave. Suite 300
Oklahoma City, OK 73104

Members of Council
Michael J. DeWit, President
Terri A. Williams
James Hershberger
Travis B. Sheaffer
John A. Helberg
Steven C. Small
Glenn A. Miller

Re. Zoning letter 1247 & 1255 Scott St. Napoleon Ohio.

City Manager
Dr. Jon A. Bisher

Dear Mr. Edwards

The City of Napoleon only exercises jurisdiction for the Zoning related issues for this site. In 1988 the City of Napoleon contracted Wood County Building Inspection Bowling Green Ohio to enforce the requirements of the Ohio Building Codes. All building code questions will need to be directed to them, they may be contacted at (419) 354-9190.

Finance Director
Gregory J. Heath

Please find answers to Zoning related inquiries in numeric order.

Law Director
David M. Grahn

1. The zoning classification of the subject property is C-4 Planned Commercial, in which the current uses are permitted.

City Engineer
Joseph R. Kleiner, P.E.

2. The property is not influenced by an overlay district or restricted beyond the requirements of the zoning district in which it is classified.

3. The classification of abutting properties are various please see enclosed zoning map.

4. It is not currently classified as a Planned Development.

5. Please see enclosures regarding Special Permits and Variances.

6. There are no know illegal non-conformities.

7. The site plan enclosed was the basis for the issuance of the Special Use Permit approval granted by the enclosed Zoning Permit.

8. There are no know violations of the Zoning Code at this time. See Wood County for Fire Code issues.

9. To the best of my knowledge the site is compliant with current zoning codes.

10. Please contact Wood County on this issue.

11. Please contact Wood County on this issue.

Please see Wood County Building inspection for the remainder of interrogatories.

Sincerely

A handwritten signature in cursive script that reads "Brent N. Damman". The signature is written in black ink and is positioned above the printed name and title.

Brent N. Damman
Zoning Administrator

FACSIMILE COVER PAGE

To : Michelle Dawson

From : Andrew Edwards

Sent : 9/30/02 at 3:27:22 PM

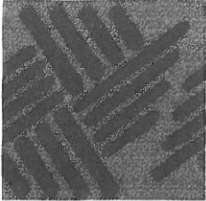
Pages : 5 (including Cover)

Subject : Napoleon Center 1255 N. Scott Street

Dear Ms. Dawson, as discussed in our phone conversation, I am faxing a preliminary request for information on the Napoleon Center at 1255 N. Scott Street. A check payable to the City of Napoleon, OH shall follow via Federal Express in this evening pick-up. If you have any questions or concerns, please do not hesitate to contact me. Thank you very much for your time and effort on this project.

Respectfully,

Andrew Edwards
Information Specialist
PZR Corp.
1-800-344-2944-ext 601
andrewe@pzs.com



The Planning & Zoning Resource Corporation

25 S. Oklahoma Avenue, Suite 300 Oklahoma City, OK 73104

Telephone (405) 840-4344 Fax (405) 840-2608

Toll Free (800) 344-2944

To: Michelle Dawson

Fax: 419-599-8393

Date: September 30, 2002

Subject: Zoning Verification Letter, Copy of Certificate of Occupancy & Site Plan for:

Napoleon Center
 1255 North Scott Street (SH 108)
 Napoleon, OH
 (PZR Ref# 15950)

We have been engaged to prepare a Zoning and Site Summary report for the above-mentioned site(s). Please consider this a formal request for a letter outlining the Zoning Designation and a Brief Description of the property(s), as follows:

1. What is the current zoning of the property?
2. Is the property in any special, restrictive or overlay district?
3. What are the abutting zoning designations?
4. Is the property located in a Planned Development? If so, could we please get a copy? If not, could you please state to that effect?
5. Was this property granted any variances, special use permits, or conditional use permits or zoning relief of any kind? If so, can we please get a copy of them? If these are not available, would you briefly outline the conditions of the applicable document? If not, could you please state to that effect?
6. Are there any legal nonconforming issues –Such as Use, Setbacks, Height, Lot Area, Density or Parking?
7. Was this site developed with Site Plan Approval? If so, can we obtain a copy of it and/or a copy of the Approval Letter or Conditions? If not, could you please state to that effect?
8. To the best of your knowledge, do your records show any open or unresolved Zoning, Building or Fire code Violations and/or complaints? If not, could you please state to that effect?
9. Is this site in compliance with the current Zoning Ordinance Code?

10. Were Certificates of Occupancy issued for this site? If yes, could we please get copies? If not, could you please state to that effect?
11. Are annual Fire / Building Inspections preformed?

NATIONAL PLANNING & ZONING CONSULTING SERVICE

As part of this report, it is our standard practice to include copies of the Certificates of Occupancy and/or Final Building Permits that have been issued for the Property. Please consider this a formal request for copies of the same. If a Certificate is not on file, could you please indicate, in writing, whether one is required to be on file and/or briefly explain why the document would not be available? (i.e. Records are only kept for a certain period of time. Certificates are issued to owners only, etc)

Please provide as much information as possible, in a letter, on your letterhead.

If there are any questions you are unable to answer, please let us know whom we should contact. Because we are working on a very strict timeline, we further request a faxed copy of the letter prior to its being mailed. Our client has asked that we gather this information, as quickly as possible, so any help would be greatly appreciated.

It is my understanding that there is a \$5.00 fee for providing this information. Please advise me immediately if this is incorrect, as all fees must be pre-approved in writing, prior to being incurred.

This is considered an official FOIA (Freedom of Information Act) request.

Thank you in advance for your time and consideration on the above matter. If you have any questions or concerns, please do not hesitate to telephone at the toll free number above, extension 601 or email at: andrewe@pzs.com.

Sincerely:

Andrew Edwards
Information Specialist
Planning & Zoning Resource Corporation
1-800-344-2944
andrewe@pzs.com

The Planning & Zoning Resource Corporation

25 S. Oklahoma Avenue, Suite 300 Oklahoma City, OK 73104
Telephone (405) 840-4344 Fax (405) 840-2608
Toll Free (800) 344-2944

Certificates of Occupancy Issuance

NATIONAL PLANNING & ZONING CONSULTING SERVICE

We have been engaged to prepare a zoning report with regard to the above site. As part of this report, it is our standard practice to include answers to the following questions so that we may accurately determine the status of occupancy on site.

1. How does the City Issue Certificates of Occupancy for:

(please circle all that apply)

Single Tenant Buildings: Shells Tenants Both

Multiple Tenant Commercial Building: Shells Tenants Both

Apartment Complexes: Shells Tenants Both

Shopping Centers: Shells Tenants Both

2. When is a New Certificate of Occupancy required for:

(please circle one for each)

	Single Tenant		Multi-Tenant Commercial		Apartments Complexes		Shopping Center	
Change of Use	yes	no	yes	no	yes	no	yes	no
Change of Owner	yes	no	yes	no	yes	no	yes	no
Change of Tenant	yes	no	yes	no	yes	no	yes	no
Tenant Improvements	yes	no	yes	no	yes	no	yes	no
Renovations/Remodels	yes	no	yes	no	yes	no	yes	no

3. If a Property does not have a Certificate of Occupancy on file, would that put the Property in violation?

(please circle) yes no

3a. If yes, what would need to be done to take care of the violation?

4. How long has the City been Issuing Certificates of Occupancy?

5. How far back do your records go, for:

Certificates of occupancy _____

Building Permits _____

5a. Files Archived prior to _____

5b. Files purged prior to _____

6. Are your records kept on:

(please circle all that apply and how far records go back)

Computer: _____

Paper: _____

Microfilm: _____

7. Does the Building Department perform annual Building Inspections?

(please circle) yes no

7a. Are Building Violations issued on complaints?

(please circle) yes no

7b. Are Violations posted on a web site? If so, please supply address.

(please circle) yes no

8. If not, does the Fire Department perform annual inspections?

(please circle) yes no

9. Are you aware of any Fire code Violations at this time?

(please circle) yes no

By: _____

Printed Name: _____

Title: _____

(Title of Government Official)