



Planning Services

DCD serves as technical staff to the Board of Adjustment and City Planning Commission. Aside from receiving and processing applications (for variances, re-zoning, roadway vacations, special use permits, etc.), DCD staff evaluates the merits of such petitions and prepares reports to the BOA and CPC as inputs to deliberations.

Board of Adjustment

The Board of Adjustment hears and decides all appeals of zoning interpretations or decisions of the Building Commissioner who administers the Lima Zoning Code. The Board is composed of five residents of the City, appointed by the Mayor with the concurrence of City Council.

The Board of Adjustment is also empowered to grant relief from the normal requirements of the Lima Zoning Code when it determines a literal enforcement of the Zoning Code will result in unnecessary hardship or a practical difficulty. In addition to granting a variance when warranted, the Board of Adjustment is responsible for deciding requests for Special Use Permits.

Meetings of the Board of Adjustment are open to the public and held at 3:30 PM in the Lima Municipal Center on the 2nd and 4th Wednesdays of each month if required.

City Planning Commission

The City Planning Commission reviews all plans for public buildings or public works projects referenced in the Lima Comprehensive Plan. The Commission is composed of the Mayor and four residents of the City appointed by the Mayor.

Ohio law requires all public projects to be reviewed by the City Planning Commission which must approve the "...location, character, and extent..." of the project. The Commission hears all requests for zoning reclassifications and vacating roadways, and forwards a recommendation to City Council. The City Planning Commission is also empowered to review and approve all subdivision plats within the city limits. .

Meetings of the City Planning Commission are open to the public and held at 4:00 PM in the Lima Municipal Center on the 2nd and 4th Wednesdays of each month if required.

Services, Fees and Charges

Following is a list of planning services and corresponding fees and charges–

SUBJECT	FEE
Rezoning (District Change)	\$300
Variance (to Standards)	\$100
Zoning Appeal	\$100

Special Permit (Use Variance)	\$200
Special Billboard Permit	\$200
Occupancy Permit	\$200
Special Use Permit (SUP)	\$300
Subdivision Approval	\$250
Subdivision Variance	\$100
Lot Split	\$25
Street / Alley Vacation	\$300
Restricted Parking Special Permit	\$200
Failure to Notify Transfer of SUP	\$500
Zoning Violation	\$500
Zoning inquiries (call 419-221-5243)	no charge

The information in these pages were assembled to provide just an overview of each service. They were not meant to be the basis of implementing the Zoning Code. You are advised to refer to the appropriate section of the Code referenced on the page under each service. The Zoning Code is available for a minimal fee at the Building and Zoning Division of the Dept. of Public Works, Lima Municipal Center, 50 Town Square, or call (419) 221-5243.

In addition to the foregoing planning services, the Planning Division of DCD is also responsible for coordinating the preparation, implementation and monitoring of the City's 5-Year-Consolidated Plan and its annual updates.

For further information on these services, call the Planning Division of Department of Community Development at (419) 221-5146.