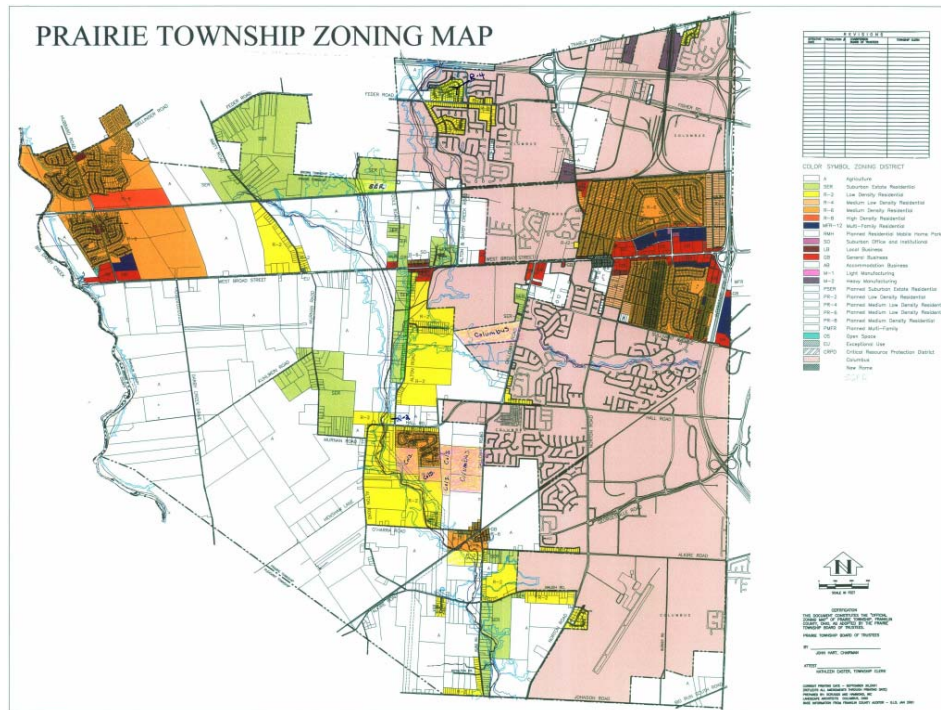


# PRAIRIE TOWNSHIP

## RESIDENT GUIDE



Prepared by: Prairie Township Zoning Department  
 23 Maple Drive  
 Columbus, OH 43228-1110

**Board of Trustees**

*Teresa Keller*

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**Clerk**

*Lori Montag*

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*Tracy Hatmaker*

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***[www.prairietownship.org](http://www.prairietownship.org)***

# **RESIDENTIAL GUIDE**

This booklet has been prepared as a guide for homeowners and residents of Prairie Township. It lists helpful information regarding your Township government and can be used as a quick reference for frequently asked questions.

## **Residential Permits**

A homeowner, landlord or tenant may perform all ordinary repairs and maintenance work on their home or accessory structures. Ordinary repairs, in most cases, do not require a Certificate of Zoning Compliance (a zoning permit), such as painting, installing carpet and replacing trim. Residents should always call prior to any construction project and obtain the necessary permits before any work is done.

With some projects, a variance or conditional use permit may also be required. The Zoning Office can assist you through this process if a public hearing is necessary. Please call the Prairie Township Zoning Department at (614) 878-3317 for any questions you might have regarding your new home project. It is important to note that you must obtain your Building Permit from the Franklin County Building Department, 614-462-3166, which is in addition to the Township's zoning permit. Other county and state codes and/or permits may also apply depending on the type of project you are undertaking.

Here are some examples of activities which would require a permit from the Prairie Township Zoning Office:

1. Construction of a new home
2. Accessory buildings, including sheds
3. Additions to your home or garage including carports and roofs
4. Ponds
5. Fences
6. Pools
7. Decks
8. Porches

**If you have any questions about requirements for plans or permits for residential repairs which this booklet does not answer, please call (614) 878-3317 between 8:00 a.m. and 4:00 p.m., Monday through Friday.**

A copy of your survey can be used or you can print a copy of your lot off of the Franklin County Auditor's Website: [franklincountyauditor.com](http://franklincountyauditor.com). If you draw your plot plan it should be drawn to scale and include setback dimensions, building height, and the square footage of all structures to be located on the building lot.

Permits are required for garage sales and yard sales. Permits are \$3.00 and are good for four days. You can obtain one of these permits three times per year.

For questions or "permits" regarding **wells and septic tanks** call the Franklin County Board of Health at 614-462-3160.

This guide covers many projects, but is not meant to be all inclusive. Some repairs may require permits and inspections from other departments depending on the extent of the repairs. This guide is for residential use. **Commercial uses have additional permit requirements that are not included in this guide.**

The Prairie Township Zoning Resolution is on file at the Westland Area Library in the Lincoln Village Shopping Center for your review. If you would like to purchase a copy of the Resolution the cost is \$50.00 and these documents are available at the Zoning Office 23 Maple Dr.

The Prairie Township Zoning Office hopes that this publication has addressed most of your questions regarding zoning permits for residential activities. We realize that all of your questions may not have been answered, and we welcome inquiries from the public in this regard. Please feel free to contact our Zoning Department if we may assist you in any way.

## **GENERAL INFORMATION**

The Prairie Township Zoning Department includes the following personnel:

Zoning Inspector: Connie Swisher  
Field Inspector: John Holderby  
Zoning Clerk: Rebecca Crabbe

The Zoning Department is located at:  
23 Maple Drive  
Columbus, OH 43228-1110

Business Hours:  
8:00 a.m. to 4:00 p.m.  
Monday through Friday

Telephone:  
Office (614) 878-3317  
Fax Machine (614) 878-0566

There is a fee charged for zoning permits, so be sure you call ahead to obtain the total permit cost. Prairie Township Zoning Permit fees may be paid by cash, check made payable to Prairie Township or Money Order.

**For your convenience, here are other important telephone numbers that may assist you with home projects:**

- Franklin County Building Permits – (614) 462-3166
- Franklin County Sewer Permits – (614) 462-3940
- Franklin County Single Family Home Rehabilitation Assistance – (614) 462-5631
- Franklin County Board of Health (614) 462-3160
- Call Before You Dig – (800) 362-2764
- Home Weatherization – (614) 462-5631
- Prairie Township Fire Prevention Officer – (614) 878-4124
- Prairie Township Road Superintendent – (614) 878-3316

## ADDITIONAL TELEPHONE NUMBERS

ANIMAL CONTROL/SHELTER	
General Information.....	(614) 462-4360
AUDITOR'S DEPARTMENT	
General Information.....	(614) 462-3200
Personal Property Tax Division.....	(614) 462-3230
BOARD OF EDUCATION	
General Information.....	(614) 445-3750
BOARD OF HEALTH	
General Information.....	(614) 462-3160
METRO PARKS	
General Information.....	(614) 891-0700
Community Mediation of Central Ohio.....	(614) 228-7191
Floodplain Maps.....	(614) 358-9616
OFFICE ON AGING	
General Information.....	(614) 462-5230
OHIO DEPARTMENT OF NATURAL RESOURCES	
Mike Geese.....	(614) 265-6753
SANITARY ENGINEERS	
General Information.....	(614) 462-3940
SHERIFFS OFFICE	
General Information.....	(614) 462-3360
SOIL & WATER CONSERVATION DISTRICT	
General Information.....	(614) 801-9450
SOLID WASTE AUTHORITY	
General Information.....	(614) 871-5100
Sanitary Landfill.....	(614) 871-9528
STATE OF OHIO	
General Information.....	(614) 466-2000
Building Department.....	(614) 644-2223
Health Department.....	(614) 644-1390
Waste Water Mgmt.....	(614) 771-7505
Wetland Permits.....	(614) 771-7505
Floodplain Mgmt.....	(614) 265-6754
Public Utility Comm.....	(614) 644-3292

## FREQUENTLY ASKED QUESTIONS

### PRAIRIE TWP ROAD DEPARTMENT

Question 1 What to do with dead animals?

Answer If the animal(s) are in the Township road right of way call 878-3316 and leave a message please include the street address where the animal is located. Someone from the Road Department will pick it up.

Question 2 Does the Township have a leaf pick up program?

Answer Not at this time. You can either bag the leaves for your refuse company to take away or compost the leaves for your vegetable or flower garden.

Question 3 Does the Township pick up brush or tree trimmings?

Answer Not at this time. You can contact your refuse service to see if they will take them away.

Question 4 When do I need a permit?

Answer Anytime you are doing any work that is in the Township road right of way you will need to get a permit from the road department. You can obtain a permit by calling 878-3316 and leave a message with your name, address and telephone number.

Question 5 What are the prices for the grave lots in the township cemeteries?

Answer \$600.00 per grave.

Question 6 When will my street be resurfaced?

Answer Every year the Township Road Superintendent surveys and makes recommendations to the Board of Trustees as to which roads will need maintenance done to them. After that, a list is given to the Franklin County Engineers who at that point determine an engineer's estimate as to how much it will cost to perform the maintenance. Then the Board of Trustee's decides if they want to go forward with the work, and if they do, the County prepares plans that then go out for bid. The Franklin County Engineer's administrates and does the inspection for this work.

Question 7 My mailbox was knocked down during the last snow storm. Who will fix it?

Answer The Road Department will fix the mailbox. Call 878-3316 and leave your name, address and telephone number. Someone will call you back or just come out and fix it.

Question 8 Who is responsible for sidewalk repairs in front of my house?

Answer The homeowner is responsible.

## FREQUENTLY ASKED QUESTIONS FIRE DEPARTMENT

Question 1 I need a burning permit.

Answer The Fire Department does not issue any burning permits. You must contact EPA at 614-995-0671 for a permit.

Question 2 Does the Fire Department loan out walkers.

Answer We do have some items for loan on a first come bases. (Crutches, walkers, potty chairs, wheel chairs) call 878-4571 to check on supply.

Question 3 Can the Fire Department come and pump my basement?

Answer No, we have no pumps that small to take inside a residence. All of our equipment is for large quantities of water and should be used outside.

Question 4 Does the Fire Department have to take me to the closest hospital?

Answer We try to take you to the hospital you prefer. If you are critical we need to go to the closest medical care to save you life. Then you can be transferred to your hospital when you are stable.  
The hospitals also are doing a diversion plan on days they are full of patients. At this time we call for a hospital that can accept you for care. We still try to do what the patient wants but if the hospital is diverting it's not always our decision.

Question 5 Will the Fire Department fill a pool?

Answer We stopped doing that because our truck water is never checked for being safe and the tank was not made for that purpose. You must call a private hauler who has a certified tank to deliver water.

Question 6 Will the Fire Department fill a cistern?

Answer The Health Department advised us not to do this because our water is not safe for personal use. We stopped many years ago delivering water. You must call a private hauler who has a certified tank to deliver water.

Question 7 When is the Fish-Fry?

Answer The Fish-Fry is always the last Friday and Saturday of the month of June.

**Remember you can contact all Prairie Township Departments by computer!**

**Website Address**

**[www.prairietownship.org](http://www.prairietownship.org)**