

# Harbor Hills Civic Association

## Building in Harbor Hills

You need a Harbor Hills Permit!

Where to start:

An introductory phone call or email is always welcome to set up a first meeting.

Randy Keller  
HHCA  
Trustee, Building Committee  
[randykeller77@gmail.com](mailto:randykeller77@gmail.com)  
740.974.4523

What will I need?

1. Drawings of your prospective project. ***Basic sketches will do for a start to make sure your project is feasible, however, in most cases, you will need detailed drawings including a scale legend to proceed to permitting.***
2. Plat map showing your project on your lot with dimensions. ***Basic sketches will do for a start to make sure your project is feasible, however, in most cases, you will need detailed drawings including a scale legend to proceed to permitting.***
3. Site meeting with the Building Committee trustee or designated Building Committee member.
4. Property pins located. ***In most cases, we need to see your project staked out on the site before approval, and property pins are needed for setback verification.***
5. Site review. The Building Committee in most cases will make a site visit to confirm the above.

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Note: You will need a Harbor Hills Permit before Licking Township and Licking County.

You need a Licking Township Permit!

<https://www.lickingtwp.com>

## Doug Howell, Licking Township Zoning Inspector

Phone: (740) 973-5042

The Zoning Inspector is responsible for enforcement of the zoning resolution. First, the inspector is responsible for issuing all zoning permits and assuring the township that all permits are issued within the confines of the zoning resolution. Second, the inspector is responsible for referring requests for variances to the resolution to the Board of Zoning Appeals. Thirdly, the inspector is responsible for responding to all complaints of zoning violations, and taking the necessary actions to eliminate those violations, which includes referring such violations to common pleas court hearings.

**The Zoning Inspector is the first point of contact for all questions regarding Zoning Permits, Zoning Questions, Building on your property, etc.**

Andrea M. Lynch, Fiscal Officer & Zoning Clerk  
Licking Township  
P.O. Box 222  
Jacksontown, Ohio 43030  
740-323-2400  
[alynchlickingtwp@yahoo.com](mailto:alynchlickingtwp@yahoo.com)

# Harbor Hills Civic Association

You will need a driveway permit!

Go to the Licking County Engineers website, select permits, select driveway permit application. Complete the form and scan it to them. The Roadway specialist will contact you and do a site visit to approve or deny the application.

Mitch Flowers  
Roadway Specialist

Office of Licking County Engineer  
20 South Second Street  
Newark, Ohio 43055  
Direct: 740.670.5283  
Office: 740.670.5280  
[mflowers@lcounty.com](mailto:mflowers@lcounty.com)

You will need a Licking County Building Code Permit!

Go to: [www.lcounty.com/buildingcode](http://www.lcounty.com/buildingcode) complete and submit an application per their instructions.

LICKING COUNTY BUILDING CODE DEPARTMENT  
675 Price Road  
Newark, OH 43055  
Phone: 740.349.6671  
Fax: 740.349.6672

Office Hours  
7:00 AM to 4:00 PM  
Closed on Holidays