

HAMILTON TOWNSHIP
Department of Planning and Zoning
Application for a Residential Zoning Certificate

Application Number: _____ Date: _____

Application is hereby made for a zoning certificate. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of fact or expression of fact in the application, either with or without intention on the part of the applicant, such as might, or would, operate to cause the issuance of a permit in accordance with this application, shall constitute sufficient ground for the revocation of the permit at any time.

In order for this application to be accepted, the applicant must submit a completed and signed application, a detailed site plan and the required fee. Changes made to the zoning certificate application or site plan before the application is signed by the zoning inspector will not require a fee. Minor changes made to the application or site plan after the application is signed by the zoning inspector that does not significantly alter the design of the building footprint, the principle use of the structure, or the height or gross area of the structure will require a \$25.00 revision fee. Minor changes may include but are not limited to bay windows, decks, patios, sunrooms or bump-outs. Major changes made to the application or site plan after the application is signed by the zoning inspector that significantly alter the design of the building footprint, the principle use of the structure, or the height or gross area of the structure will cause the cancellation of the original zoning certificate, and the resubmission of a new zoning certificate and accompanying zoning certificate fee.

Applicant Name:

Address:

Telephone:

Email:

(the permit will be sent to your inbox)

Permit Mailing Address:

Land Owner Name:

Address:

Telephone:

Occupant:

Location Address:

Subdivision:

Lot Number:

Class of Work:

New:

Sign (Type):

Addition:

Accessory Building (Type):

Size in Square Feet:

Stories:

Usable floor space for use as living quarters, exclusive of basements, porches, garages, breezeways, terraces, attics, or partial stories.

First Floor

sq. ft.

Second Floor

sq. ft.

Basement: YES NO If yes, is the basement finished? YES NO

Building Use:

Families:

Building Height:

Number of off-street parking spaces:

Acres:

Parcel Number:

Applicants Signature: _____

Attach a sketch of the lot showing existing buildings and proposed construction. Fill in all dimensions showing all front, side and rear clearances, building line, streets and roads. Please place your signature or initials on the sketch.

1. A sketch plan shall clearly indicating the following information:
 - a. The **name and address of the applicant** and the address of the project location.
 - b. Dimension in feet of the distance from the **front property line** to the closest point of the proposed building. Include any covered porches or entries, but not steps or concrete walkways.
 - c. Dimension in feet of the distance from the **rear property line** to the closest point of the proposed building. Include all decks, bay windows and fireplaces, but not uncovered patios.
 - d. Dimension in feet of the distance from both **side property lines** to the closest point of the proposed building. Include all decks, bay windows and fireplaces, but not uncovered patios.
 - e. Dimension of the **main road frontage**. The frontage is the length of the property along the public road.
 - f. Include the **building line**. The building line is the width of the property where the proposed structure is to be built. Simply draw a line from one side property line to the other side property line across the front of the home and mark the distance in feet.
 - g. Indicate the **length and width of the proposed building**.
 - h. Indicate the total **acreage** of the property.
 - i. If the information is available, please indicate the **Parcel Number**. The parcel number may be obtained from the Warren County Auditor at (513) 925-1235, but is not absolutely necessary to submit in the application.
 - j. If there are any decks, patios, swimming pools, detached garages or other accessory structures to be constructed with the home, please draw those on the site plan with the appropriate setback dimensions.
 - k. Finally, please place your **signature** or initials on the bottom, right-hand corner of the site plan.