



**APPLICATION FOR A  
COMMERCIAL ZONING  
CERTIFICATE**

**FOR OFFICE USE ONLY**

APPLICATION # \_\_\_\_\_

DATE \_\_\_\_\_

**SUBJECT PROPERTY**

Street Address \_\_\_\_\_

Parcel ID Number \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning District \_\_\_\_\_

**APPLICANT**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**PROPERTY OWNER**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TYPE OF CONSTRUCTION**

☐ New Structure

☐ Solar Panels

☐ Tenant Finish (remodel)

☐ Addition

☐ Exterior Alteration

☐ Other

☐ Accessory Structure

☐ Temporary Use

**DESCRIPTION**

Describe construction in detail including square footage, height, number of parking spaces, and intended use

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hamilton Township Zoning Authority

Date \_\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_

Please call 513.334.9689 to schedule setback inspection verification after rough framing inspection by Warren County Building Department

## Application Requirements

- Filing Fee **(ALL ZONING FEES ARE NON-REFUNDABLE)**
- 9 Sets of Plans
- Site plan drawn to scale including:
  - Location of all buildings, existing and proposed
  - Front, side and rear yard setbacks, as applicable for new construction
  - Lot area with dimensions noted
  - Location of fence for all pools
- Landscape plan including species, size and quantity
- Photometric plan including cut sheet for light fixtures
- Grading plan including stormwater management and erosion and sediment control methods
- Utility Plan
- Building Elevations

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## FOR OFFICE USE ONLY

Road Frontage \_\_\_\_\_  
Width at building line \_\_\_\_\_  
Front setback \_\_\_\_\_  
Side setbacks \_\_\_\_\_  
Rear setbacks \_\_\_\_\_

Zoning Fee \_\_\_\_\_

Cash \_\_\_\_\_

Credit Card Authorization #:

Receipt Number \_\_\_\_\_

Check \_\_\_\_\_

\_\_\_\_\_

Date sent to Building Department \_\_\_\_\_

Date sent to Applicant \_\_\_\_\_

Inspection Dates

Setback \_\_\_\_\_

Final \_\_\_\_\_

Additional Comments

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