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, with air conditioning unit location and the required fee, which includes setback verification to be completed at rough framing. 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 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 require a \$25.00 revision fee. Minor 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 application of the original zoning certificate, and the resubmission of a new zoning certificate and accompanying zoning certificate fee.

Applicant Name: Address:			Telephone:		
Email: Permit Mailing Address:			(the permit will be sent to your inbox)		
Land Owner Name: Address: Telephone:			Occupant:		
Location Address: Subdivision:		Lot Number:			
Class of	f Work: New: Sign (Type):			Addition: Accessory Building	д (Туре):
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 ba	sement finished?	YES NO
Building Use:		Families:			
Building Height:		Number of off-street parking spaces:			
Acres:		Parcel Number:			
Applicar	nts Signature:				

IMPORTANT: Attach a detailed site plan of the property and any existing buildings and proposed construction. Also include a detailed drawing of the structure to be built. Fill in all dimensions showing all front, side and rear vard clearances, frontage, building line, acreage, and any existing or proposed roadways. Please initial the site plan before submitting. For Use of the Zoning Inspector: PUD Zoning District: R-1 R-2 R-3 R-4 B-1 B-2 M-1 Other: M-2 Main Road Frontage: ft. Front Yard Setback: ft. Side yard clearance: Rear Yard Setback: ft. Right: ft. Left: ft. Total: ft. Building Line: ft. Dimensions of Building: Length: ft. Width: ft. Remarks: Cash/Check Number:_____ Zoning Fee: Date Filed: Receipt Number: Date Approved: Date Disapproved: To WC Building Department: Sent to Applicant: Setback Verification: Final Date Inspected:

Hamilton Township Zoning Inspector

****Please call 513-334-9689 for setback verification when the rough framing inspection is completed by Warren County.****

THIS APPLICATION WHEN SIGNED AND APPROVED CONSTITUTES A ZONING CERTIFICATE FOR A PERIOD OF ONE (1) YEAR.

RESIDENTIAL USES

The attached zoning certificate is necessary for the construction, addition or significant renovation of all residential buildings, accessory uses, decks and swimming pools within Hamilton Township. In order for the Staff of the Hamilton Township Planning and Zoning Department to review an application, one copy of the following information will be necessary:

1. A completed application form (attached).

a. Applicant Name/Address/Phone	The name/address/phone of the person filling out the zoning certificate application.
b. Mailing Address	The address where the copy of the zoning certificate should be mailed.
c. Land Owner Name	The name/address/phone/ of the property owner. Also name the occupant of the property if different than the owner.
d. Location Address	The address of the project location. Applications will not be accepted without a location address. If you do not have an address one can be provided by the Office of the Warren County Engineer (513) 925-1364.
e. Class of work	The type of proposed construction, sign, or accessory building. Just place a check if the application is for an addition.
f. Size in Feet	The total square footage of the proposed building.
g. Stories	The number of proposed stories or partial stories for the proposed building.
h. Useable floor space	The square footage of useable floor space within the proposed building, not including unfinished basements, porches, garages, breezeways, terraces, attics on each floor level.
i. Basement	Please check if the proposed building has a basement and whether it will be finished living space.
j. Building height	The building height is measured from average grade of the building walls to the highest point of a coping of a flat deck roof or the deck line of a mansard roof or to the mean height level between eaves and ridges for a gable hip or gambrel roof.
k. Number of off-street parking spaces	The number of off-street parking spaces provided on the property.
l. Signature	Signature of the applicant.

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.