

HAMILTON TOWNSHIP
Department of Planning and Zoning
Application for a Commercial / Industrial Zoning Certificate

Application Number: _____ Date: _____

Application is hereby made for a zoning certificate for a commercial or industrial use. 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: _____

Permit Mailing Address: _____

Land Owner Name: _____
Address: _____
Telephone: _____ Occupant: _____

Location Address: _____
Subdivision: _____ Lot Number: _____

Class of Work: _____
New: _____ Addition: _____
Sign (Type): _____ Accessory Structures: _____

Size in square feet, restrooms and utility areas excluded: _____

Number of Stories: _____

First Floor	sq. ft.	Second Floor	sq. ft.
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Basement? _____

Building Use: _____ Number of off-street parking spaces: _____

Building Height: _____

Acres: _____ Parcel Number: _____

Applicant Signature: _____

COMMERCIAL AND INDUSTRIAL USES

The attached zoning certificate is necessary for the construction, addition or significant renovation of all commercial and industrial buildings or uses within Hamilton Township. The Hamilton Township Planning and Zoning Staff strongly encourages a least one pre-submission meeting with the applicant before an application is formally submitted for review. These meetings are constructive, set in a friendly environment and are designed to save the applicant both time and money by addressing issues which can delay the approval of the zoning certificate.

In order for the Staff of the Hamilton Township Planning and Zoning Department to review an application, two copies of the following information will be necessary:

1. A completed application form (attached).
2. A detailed site plan clearly indicating the following information:
 - a. Title of the drawing with the name and address of the applicant.
 - b. Drawing at a scale no less than 1" = 50' and no greater than 1" = 100' with scale size, North Point and date.
 - c. Size of the building lot showing lot dimensions, acreage, and dimensions of any existing or proposed structures.
 - d. Distances of all setback lines for all existing and proposed structures on the lot.
 - e. Vehicular use areas, including parking areas, existing and proposed ingress/egress, access drives, and driveways.
 - f. Number of proposed parking spaces and parking space dimensions. (The township requires parking spaces to be 10' by 18' in size).
 - g. Identify any access, utility or drainage easements on the lot.
 - h. Identify all property and property owners within 100 feet of applicant's property.
 - i. Identify all streets, roads and subdivisions within 100 feet of the applicant's property.
3. A detailed photometric analysis of the site, with point to point footcandle readings every ten feet. Also, details on all proposed outdoor lighting fixtures and their proposed location.
4. A detailed signage plan, clearly indicating the following:
 - a. Location of any existing signage.
 - b. Location of all proposed signage and the distances from the appropriate property lines.
 - c. Dimensions of all proposed signage.
 - d. Wording, color and building material of all proposed signage.
 - e. Height of all signage.

5. A detailed landscaping plan clearly indicating the following:
 - a. North arrow and scale.
 - b. The name of the owner/applicant.
 - c. The name, address and phone number of the person or firm responsible for the preparation of the landscaping plans.
 - d. The date the plans are submitted or revised.
 - e. All existing and proposed buildings and other structures, paved areas, planted areas, utility poles, fire hydrants, light standards, signs, fences, and other permanent features to be added/retained on the site.
 - f. All existing plant material to be removed or retained.
 - g. All existing and proposed streets, sidewalks, curbs and gutters, railroad tracks, drainage ditches and other public or semi-public within or immediately adjacent to the site.
 - h. Contour lines to be shown of the grades in excess of six (6) percent slope.
 - i. All property lines and easements.
 - j. Include on the plan a table listing the existing plant material to be retained and all proposed plant material within the landscape area. This shall include the common and botanical names, sizes, and other remarks as appropriate to describe the plant material selection.
6. Stormwater calculations per the Warren County Rules and Regulations for the Design of Sewer and Stormwater Management Systems. Specific details may be obtained from Chuck Petty at the Warren County Engineer's Office, (513) 925-1364.
7. An erosion and sediment control plan per the Warren County Erosion and Sediment Control Regulations. Specific details may be obtained from David McElroy at the Warren County Soil and Water Conservation District, (513) 925-1336.

Hamilton Township will forward copies of the plans to the appropriate Warren County Agencies. Normal review time takes five business days, depending on necessary revisions and re-submittals. Upon approval of the site plan, lighting plan, landscaping plan, signage plan, erosion and sediment control plan and stormwater calculations, Hamilton Township will forward a copy of approved zoning certificate to both the applicant and the Warren County Building Department.

Beginning on November 15, 2002 the Hamilton Township Planning and Zoning Department will require a final inspection of the project before the commercial or industrial use of the site may begin. Please call the Township at 683-8520 for an inspection. The Township will make arrangements with the appropriate County Agencies to make the final inspection within 24 hours of the initial phone call. All Township and County Agencies will conduct the inspection at the same time. A representative for the project will be required to attend.

In order for the site to pass final inspection, all plans submitted for zoning approval will need to be completed in the field, except for signage. All plans submitted for approval by the County Agencies will also be inspected for completion in the field. Upon approval from the Township and other County Agencies a Certificate of Zoning Occupancy will be issued and business on the site may begin. A Certificate of Zoning Occupancy is independent of a final building permit and the two inspections are conducted separately.

