



## **Zoning Certificate Application Required Documents** **Effective January 1, 2017**

### **Residential – New Construction**

- 3 site plans (to scale)
- 2 sets of construction drawings (to scale)
- A copy of a water/sanitation permit is required, if the lot is not serviced by public water or public sewer. *This requirement also applies to residential additions when the addition will add to the number of existing bedrooms.*
- A driveway permit must be submitted for all new driveways along Township Roads
- A reduced full set - 11" x 17" maximum to scale - (site and construction) must also be submitted
- A Fire Department Review Request must be submitted for all multi-family buildings

### **Residential – Accessory Structure**

- 2 site plans (to scale)
- 2 sets construction drawings (to scale)
- A reduced full set - 11" x 17" maximum to scale - (site and construction) must also be submitted

### **Residential – Accessory Structure less than 200 SF and Fences**

- 2 site plans (to scale)
- 2 sets of construction drawings (to scale)

### **Commercial**

- 5 site plans (to scale)
- 4 sets of construction drawings (to scale)
- 3 landscaping plans and 3 photometric plans (to scale)
- A driveway permit must be submitted for all new driveways along Township Roads
- A Fire Dept. Review Request must be submitted
- A copy of a water/sanitation permit/EPA approval is required, if not serviced by public water/public sewer
- A reduced full set - 11" x 17" maximum to scale - (site and construction) must also be submitted

### **Tenant Finish/Change of Use**

- 3 site plans (to scale)
- 3 sets of construction drawings (to scale)
- A reduced full set - 11" x 17" maximum to scale - (site and construction) must also be submitted

### **Permanent Signs**

- 3 site plans (to scale)
- 3 sets of construction drawings (to scale)
- 2 landscaping plans (to scale) are required for all ground signs
- A reduced full set - 11" x 17" maximum to scale - (site and construction) must also be submitted

### **Temporary Use**

- 3 site plans (to scale)
- 3 sets of construction drawings (to scale)
- A reduced full set - 11" x 17" maximum to scale - (site and construction) must also be submitted

### **Temporary Signs**

- 2 site plans (to scale)
- 2 sets of construction drawings

### **Agritourism Uses**

- 2 site plans illustrating all structures, setbacks from property lines for all structures and any existing or proposed well and/or on-site wastewater disposal area(s) on the property (to scale)
- Evidence that the farm on which the agritourism operation is proposed is ten (10) acres or more in area. If such farm is less than ten (10) acres, evidence shall be provided that such farm is currently enrolled in the Current Agricultural Value (CAUV) program or produces an average yearly gross income of at least twenty-five hundred dollars (\$2,500) from agricultural production
- A statement identifying the educational, entertainment, historical, cultural and/or recreational relationship of the agritourism operation to the existing agricultural use of the property and the surrounding agricultural community in general
- A floor plan of the structure to be used primarily for agritourism activities
- Approval of ingress and egress by the Township, County, or Ohio Department of Transportation (based on jurisdiction over the roadway on which ingress and egress is proposed)
- Approval of ingress and egress by the Fire Department