



**SUGARCREEK TOWNSHIP ZONING OFFICE**  
**2090 Ferry Road ▪ Bellbrook, Ohio 45305**  
**Phone: (937) 848-8426 ▪ Fax: (937) 848-7060**

**Z21-**

**ZONING CERTIFICATE APPLICATION**

PROPERTY ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PARCEL NUMBER \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ LOT # \_\_\_\_\_

ACREAGE \_\_\_\_\_ DOES THE FRONT LOT LINE GO TO THE CENTER OF THE ROAD?  Yes\*  No

\*In the event that the front lot line does not fall along a right-of-way line, then the front setback line shall be measured from a line parallel to and twenty-five (25) feet from the centerline of the street, road, or thoroughfare.

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

**CHECK ALL THAT APPLY:**

- RESIDENTIAL:**
- |                                |  |  |   |
|--------------------------------|--|--|---|
| <input type="checkbox"/> Deck  | <input type="checkbox"/> New Construction:         | <input type="checkbox"/> Single Family | <input type="checkbox"/> Multi Family                       |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Basement Finish           | <input type="checkbox"/> Addition      | <input type="checkbox"/> Shed <input type="checkbox"/> Pool |
|                                | <input type="checkbox"/> Detached Garage/Pole Barn | <input type="checkbox"/> Other _____   |   |

- COMMERCIAL:**
- |                                   |  |                                    |   |   |  |
|-----------------------------------|--|------------------------------------|---|---|--|
| <input type="checkbox"/> New Use  | <input type="checkbox"/> New Construction: | <input type="checkbox"/> Warehouse | <input type="checkbox"/> Office         | <input type="checkbox"/> Business           | <input type="checkbox"/> Accessory Structure |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Tenant Finish     | <input type="checkbox"/> Fence     | <input type="checkbox"/> Temporary Sign | <input type="checkbox"/> Free Standing Sign | <input type="checkbox"/> Other _____         |
|                                   | <input type="checkbox"/> Wall Sign         |                                    |   |   |  |

Explain use/project in detail: (type of construction, business name, type of business, materials used or stored, etc.)

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List all existing structures, including their sizes in square feet, on the subject parcel (if making application for permanent signage, include all existing signs and their sizes/locations):

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**IT IS THE RESPONSIBILITY OF THE OWNER/APPLICANT TO COMPLY WITH ANY AND ALL CIVIL DEED AND/OR SUBDIVISION RESTRICTIONS AND COVENANTS. A FINAL ZONING INSPECTION MUST BE SCHEDULED BY THE APPLICANT UPON COMPLETION OF CONSTRUCTION AND BEFORE OCCUPANCY.**

**I HEREBY CERTIFY ALL STATEMENTS, SUBMITTED INFORMATION AND PLANS TO BE FACTUAL AND REPRESENTATIVE OF THE PROPERTY RELATIVE TO THIS APPLICATION, AND AGREE TO COMPLY WITH THE SUGARCREEK TOWNSHIP ZONING RESOLUTION AND PROPERTY MAINTENANCE CODE IN THE USE OF THE PROPERTY.**

Builder / Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**SHADED BOX ON OPPOSITE SIDE MUST BE COMPLETED BY THE APPLICANT IF NEW RESIDENTIAL OR COMMERCIAL CONSTRUCTION IS PROPOSED (INCLUDING ADDITIONS AND SHEDS BUT NOT DECKS).**

**TO BE COMPLETED BY THE APPLICANT ONLY IF STRUCTURES ADDING TO EXISTING LOT COVERAGE ARE PROPOSED (THIS SECTION MUST BE COMPLETED FOR ALL APPLICATIONS PROPOSING NEW RESIDENTIAL OR COMMERCIAL CONSTRUCTION INCLUDING ACCESSORY STRUCTURES AND ADDITIONS):**

1<sup>ST</sup> FLOOR SF \_\_\_\_\_ 2<sup>ND</sup> FLOOR SF \_\_\_\_\_ ATTACHED GARAGE SF \_\_\_\_\_ TOTAL SF: \_\_\_\_\_

FINISHED BASEMENT:  Yes  No IF FINISHED, BASMENT SQUARE FOOTAGE: \_\_\_\_\_

PROPOSED BUILDING HEIGHT\*: \_\_\_\_\_

**\*Building height is the mean height between the eaves and ridge on gable, hip, or gambrel roofs.**

CALCULATE LOT COVERAGE PERCENTAGE\*\*: Please specify what is included (i.e. 2500 SF house, 100 SF shed, etc.) \_\_\_\_\_

**\*\*All applicants submitting for any use that adds to lot coverage (i.e. sheds, barns, new homes, new commercial buildings, additions, etc.) must provide lot coverage computations to confirm conformance with established lot coverage standards. Lot coverage is defined as "that portion of a lot that is covered by the principal and accessory buildings and structures and surfaces that prevent the passage or absorption of stormwater, including paving and driveways (impervious surfaces)."**

AVAILABLE: PUBLIC WATER?  Yes  No\*\*\* PUBLIC SEWER?  Yes  No\*\*\*

**\*\*\*In every instance where a lot is not serviced by public water and/or the disposal of sanitary wastes by means of public sewers, the application for a Zoning Certificate for a new dwelling or an addition adding to the number of existing bedrooms shall be accompanied by a certificate of approval by the county health officer of the proposed method of water supply and/or the disposal of sanitary wastes. Commercial uses require EPA approval.**

**SUGARCREEK TOWNSHIP ZONING OFFICE USE ONLY**

REVIEWED BY \_\_\_\_\_ APPROVED/DENIED DATE \_\_\_\_\_ FEE RECEIPT \_\_\_\_\_

ADDRESS SIGN ORDERED \_\_\_\_\_ DRIVEWAY PERMIT TO R & S DEPT. \_\_\_\_\_

SITE PLAN SCANNED \_\_\_\_\_ SITE PLAN EMAILED TO SWCD \_\_\_\_\_ SWCD REC. \_\_\_\_\_

COPIED TO CZ/RP \_\_\_\_\_ COMMERCIAL PLANS TO FD \_\_\_\_\_ APPROVED DATE \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ BZA/BZC CASE # \_\_\_\_\_ R-POD/PD FINAL PLAN PULLED \_\_\_\_\_

CONFORMS W/ APPROVAL \_\_\_\_\_

**CALCULATIONS**

**REQUIRED:**

MIN. FYSB= \_\_\_\_\_  
MIN. SYSB= \_\_\_\_\_/\_\_\_\_\_  
MIN. RYSB= \_\_\_\_\_  
MAX. LC= \_\_\_\_\_  
MAX. HEIGHT= \_\_\_\_\_

**PROPOSED:**

FYSB= \_\_\_\_\_  
SYSB= \_\_\_\_\_/\_\_\_\_\_  
RYSB= \_\_\_\_\_  
LC= \_\_\_\_\_  
HEIGHT= \_\_\_\_\_

**RECORD PLAT PULLED** \_\_\_\_\_

HD/EPA APPROVAL RECEIVED \_\_\_\_\_

**FOR COMMERCIAL SUBMISSIONS ATTACH COMMERCIAL SITE PLAN REVIEW SHEET.**

**NOTES:**