

**RESIDENTIAL ZONING  
APPLICATION PACKET**  
For Village of Sardinia

**Attention:** No application will be processed unless all required documentation accompanies the application at the time it is submitted to the zoning office. The appropriate fee for the zoning application, as set forth by the zoning ordinance, must be paid in full at time application is submitted to zoning office.

In addition to a zoning permit, you must also contact the appropriate building department for building permits. Failure to obtain a building permit will result in a delay or stop work order on your project.

**For Commercial Building Permits:**

Clermont County Permit Central 513-732-7213

**For Residential Building Permits:**

Brown County Building Department 937-378-4716

# **ZONING APPLICATION CHECKLIST**

All of the following items must be completed before your application will be accepted and processed by the Village of Sardinia Zoning Office.

## **AN INCOMPLETE APPLICATION WILL NO BE ACCEPTED**

- \_\_\_\_\_ Step 1: 2 Copies of legal description of property (deed / survey description)
  
- \_\_\_\_\_ Step 2: 2 Copies of 11x17 scalable site plans showing all dimensions of lot, project dimensions, setback measurement as needed, all existing structures on property
  
- \_\_\_\_\_ Step 3: All supporting documentation such as photos, and / or narrative statements
  
- \_\_\_\_\_ Step 4: Applicable fees paid in full at time of application submittal
  
- \_\_\_\_\_ Step 5: 2 Copies of completed application
  
- \_\_\_\_\_ Step 6: Drawing of driveway access roads
  
- \_\_\_\_\_ Step 7: Drawing / Plans of structure with all dimensions including length / width /height

Village of Sardinia Zoning Department  
 151 Maple Ave, PO Box 27, Sardinia, OH 45171  
 Phone: 937-446-3807 Fax: 937-446-1205

CASE #: \_\_\_\_\_  
 PARCEL #: \_\_\_\_\_

**Complete this form in its entirety and include the following items before making application. Applications with missing items will not be approved.**

- 1) 2 copies of Legal Description of Lot (Deed / Survey)
- 2) 2 copies of 11x17 scalable site plans showing all dimensions of lot, project dimensions, setback measurement as needed, all existing structures on property.
- 3) All supporting documentation such as photos, and / or narrative statements.
- 4) Applicable fees paid in full at time of applications submittal.
- 5) 2 Copies of Completed Application.
- 6) Drawing of driveway access roads.
- 7) Drawing / Plans of structure with all dimensions including length / width / height

Project Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
 Contractor (if not applicant) \_\_\_\_\_ Contractor Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Type of Permit Requested:</b>			
A. _____ New Construction	A. _____ Single Family	D. _____ Shed/Accessory Bldg.	G. _____ Fence
B. _____ Addition	B. _____ Two Family	E. _____ Detached Garage	H. _____ Deck/Porch
C. _____ Temporary	C. _____ Multi-Family	F. _____ Attached Garage	
A. Project Zoning District _____	D. Fence Height is Any _____		
B. Proposed Use of Structure _____	E. Shed Dimension if Any _____		
C. Existing Use of Structure _____	F. Off Street Parking Spaces Available _____		
How many dwelling units will be constructed? _____	Total living space per dwelling unit? _____		
How many family units per dwelling? _____	Number of floors per dwelling unit? _____		
Total square ft. per dwelling unit? _____	Do unit(s) have a basement? _____		

**Zoning permits DO NOT take the place of building permits. It is the responsibility of the owner / contractor to obtain proper building permits for the project applied for. Failure to obtain proper building department permits shall constitute a stop work order and / or revocation of zoning permit from the Village of Sardinia Zoning Department.**

*Residential Building Permits: Call Brown County Building Department (937) 378-4716  
 Commercial Building Permits: Call Clermont County Permit Central (513) 732-7213*

THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION CONTAINED IN AND WITH THIS APPLICATION IS TRUE AND ACCURATE, AND CONSENTS TO AGENTS OF THE VILLAGE OF SARDINIA ENTERING PREMISES/PROPERTY FOR INSPECTION VERIFICATION OF INFORMATION SUBMITTED, AND IF THIS APPLICATION IS APPROVED, TO VERIFY CONFORMANCE TO REQUIREMENTS AND CONDITIONS OF SUCH APPROVAL AND IN ACCORDANCE WITH THE VILLAGE OF SARDINIA ZONING REGULATIONS.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE: FOR ADMINISTRATIVE PURPOSES ONLY

Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ Reason for Rejection: \_\_\_\_\_

Date Approved / Rejected: \_\_\_\_\_