

937-855-7882x1

# INFORMATION & REQUIREMENTS TO OBTAIN A ZONING PERMIT

When applying for a zoning permit you will need to present the following items:

## 1.) A copy of a plot plan, DRAWN TO SCALE which must include the following:

1. The actual dimensions of the lot including easements.
2. The exact size and location of all existing buildings on the lot.
3. The location of the well and septic system, including leach fields
4. The exact size and location of the proposed new construction (or sign)
5. The existing and/or intended use of all parts of the land or buildings
6. Such other information with regard to the lot and neighboring lots as may be necessary for a determination to be made.

## 2.) A copy of your deed. (Must include a written legal description of your property.)

**ADDITIONAL REQUIREMENTS FOR NEW CONSTRUCTION:**

When applying for a zoning permit for any NEW CONSTRUCTION, (The first permit-required construction on the parcel) in addition to the above-mentioned items, you must also present:

## 3.) A copy of the soil study results for siting of the sanitary sewage system in compliance with Montgomery Co. standards.

**4.) A copy of the well log showing compliance with County standards for wells. 5.) A copy of the structure plans with the exact square footage of living area and**

**non-habitable area of the structure clearly marked.**

**ZONING PERMIT FEES:**

**NEW CONSTRUCTION ACCESSORY BUILDINGS & ADDITIONS**

Base fee of $100.00

Plus 10 cents per sq. ft. total area

**Residential:**

**Commercial:** Base Fee of $200.00

plus 20 cents per sq. ft. total area

Base fee of $500.00

Plus 10 cents per sq. ft. total area

**Residential:**

**Commercial:** Base fee of $600.00

plus 20 cents per sq. ft. total area

(Max: $10,000)

**PLEASE NOTE:**

**ZONING FEES ARE**

**DOUBLED IF PERMIT IS NOT OBTAINED BEFORE BEGINNING CONSTRUCTION.**

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**ZONING CERTIFICATE APPLICATION**

**Fence Applicants – Complete Questions 1 -8, Pool and Deck Applicants – Complete Questions 1 – 10 All Other Detached Accessory Structures – Complete Questions 1-11**

**New Home, New Commercial Buildings, and Additions – Complete Questions 1-13 For ALL Permits:**

**>A plot plan must be attached. See other side for requirements.**

**>Measurements must be exact.**

1. Property Owner Telephone
2. Applicant’s Name Telephone
3. Applicant’s Address
4. Project Location/Address
5. Parcel ID#
6. Proposed Construction/Use
7. Height of Proposed Structure (from finished grade)
8. Setback – Indicate distance of the new structure in feet to all property lines and right-of-way: (Distances must also be shown on plot plan.)

Front Rear (W)Side (E)Side

1. Structure Dimensions:

(Must also be shown on plot plan)

Length Width

1. Building footprint in square feet of ALL: Existing Structures Proposed
2. Height of existing house/principal structure feet
3. Square feet of living area (for new residences only)
4. Parking spaces provided 10’ x 20’ spaces

With my signature, I attest that all information provided on this form is true and correct and I understand that any misrepresentation submitted with or within this application shall render the Zoning Certificate null and void.

Applicant’s Signature Date

***THIS APPLICATION IS FOR A ZONING PERMIT ONLY. APPLICANT(S) ARE ADVISED TO CHECK WITH THE MONTGOMERY COUNTY BUILDING REGULATIONS DEPARTMENT AT* (937) 225-4622 *TO DETERMINE REQUIREMENTS FOR BUILDING AND/OR ELECTRICAL PERMITS, ETC.***

|  |  |
| --- | --- |
| **Entire Area of Proposed Structure** | |
| **Basement** | |
| **1st Level** | **Sq. Ft.** |
| **2ndLevel** | **Sq. Ft.** |
| **3rd Level** | **Sq. Ft.** |
| **Total Area** (Finished & non-finished) | **Sq. Ft.** |

## Please provide two (2) copies of the plot plan pertaining to this permit.

**Plot Plan Requirements:**

* **Prepared by a registered Engineer, Architect or Surveyor for the State of Ohio**
* **Drawn to scale**
* **Clearly showing**
  + **ALL boundaries/dimensions of the property**
    - **Including but not limited to - setbacks, easements, right of way**
  + **EXACT size & location of existing and proposed structures on the property**
    - **Including but not limited to – building(s), well(s), septic/leech, etc.**
  + **Proposed use of all parts of land and structures**
    - **Including but not limited to – accessways, walks, on/off street parking, loading spaces, landscaping, etc.**

**Application Fees**

*Please make checks payable to “German Township Zoning”*

Accessory Structures: $50 Pool: Above-Ground $50, In-Ground $100 Fence: $50

**Fee Calculation:**

|  |  |  |  |
| --- | --- | --- | --- |
| **New Residential** | **Residential Addition** | **Commercial** | **Commercial Addition** |
| Base Fee= $500.00 + | Base Fee= $100.00 + | Base fee= $600.00 + | Base fee= $200.00 + |
| .10 sq.’ area | .10 sq.’ area | .20 per sq.’ area | .20 per sq.’ area |
| **TOTAL:** | **TOTAL:** | **TOTAL:** | **TOTAL:** |

Please do not print below this line, for office use only.

**OFFICE USE ONLY**

Zoning Permit # Conditional Use Case # Variance Case # Payment Type: Other Info:

*Revised 4/27/2022*