



# German Township

## Zoning Department

12102 State Route 725 West, Germantown, Ohio 45327-9761

Halie Sewell, Zoning Inspector

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:
  - A. The actual dimensions of the lot including easements.
  - B. The exact size and location of all existing buildings on the lot.
  - C. The location of the well and septic system, including leach fields
  - D. The exact size and location of the proposed new construction (or sign)
  - E. The existing and/or intended use of all parts of the land or buildings
  - F. 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
<p><b><u>Commercial:</u></b>    Base fee of \$600.00 plus 20 cents per sq. ft. total area</p> <p><b><u>Residential:</u></b>    Base fee of \$500.00 Plus 10 cents per sq. ft. total area</p>	<p><b><u>Commercial:</u></b>    Base Fee of \$200.00 plus 20 cents per sq. ft. total area</p> <p><b><u>Residential:</u></b>    Base fee of \$100.00 Plus 10 cents per sq. ft. total area</p>

**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 \_\_\_\_\_

9. Structure Dimensions:  
(Must also be shown on plot plan)

Length \_\_\_\_\_ Width \_\_\_\_\_

10. Building footprint in square feet of ALL: Existing Structures \_\_\_\_\_ Proposed \_\_\_\_\_

11. Height of existing house/principal structure \_\_\_\_\_ feet

12. Square feet of living area \_\_\_\_\_ (for new residences only)

13. 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.**

<b>Entire Area of Proposed Structure</b>	
<b>Basement</b>	
<b>1<sup>st</sup> Level</b>	<b>Sq. Ft.</b>
<b>2<sup>nd</sup> Level</b>	<b>Sq. Ft.</b>
<b>3<sup>rd</sup> Level</b>	<b>Sq. Ft.</b>
<b>Total Area</b> (Finished & non-finished)	<b>Sq. Ft.</b>

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:**

<b><u>New Residential</u></b>	<b><u>Residential Addition</u></b>	<b><u>Commercial</u></b>
Base Fee= \$500.00 +	Base Fee= \$100.00 +	Base fee= \$600.00 +
.10 sq.' area	.10 sq.' area	.20 per sq.' area
<b>TOTAL:</b>	<b>TOTAL:</b>	<b>TOTAL:</b>

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

**OFFICE USE ONLY**

Zoning Permit # \_\_\_\_\_

Payment Type: \_\_\_\_\_

Conditional Use Case # \_\_\_\_\_

Other Info:

Variance Case # \_\_\_\_\_