



APPLICATION FOR ZONING CERTIFICATE

Village of Chauncey Code

A zoning certificate is required prior to construction of a new structure or an enclosed or unenclosed addition to or structural alteration of a single or multi-family dwelling, commercial, industrial or mixed-use building, certain institutional structures, and construction of or addition to accessory buildings such as attached or detached garages, sheds, and carports. Permits for construction are valid for one (1) year from date of issuance with work to be completed within two (2) years. **A NON-REFUNDABLE** application fee (see fee schedule below) is required upon submission of the application. Reference Article 9 in Ordinance 2022-6 for the zoning certificate process.

1) Applicant Information

Date: _____

Applicant Name: _____

Applicant Mailing Address: _____

Phone: _____ E-mail: _____

Owner Name (if different than Applicant): _____

Owner Mailing Address: _____

Phone: _____ E-mail: _____

2) Project Information

Project Address: _____

Parcel Number: _____ Lot Number: _____ Project Value: \$ _____

Zoning District: _____ Property Existing Use: _____

(A) Proposed Use(s).

Type of Improvement Proposed (check all that apply)

New Building

Change of Use

Sign

Addition

Alteration/Repair

Other: _____

Residential/Educational

One Family

Two Family (2 units)

Multi-Family (3+ units)

Number of Buildings _____

Number of Units _____

Church

School Facility

Commercial

Restaurant/Food Service

Retail Sales

Office Space

Auto Related Service

Bed & Breakfast, Hotel, or similar

Other: _____

Accessory Structure or Use

Detached Garage

Shed/Storage Building

Temporary Carport

Picnic Shelter/Gazebo

Pool

Other: _____

(B) Bulk Controls (setbacks measured from the structure to nearest property line, relative to the specific project)

Total Lot Size (in sq. ft.) _____ SF Height of Proposed Structure _____ FT.

Setback: Front _____ Rear _____ Left Side _____ Right Side _____

Road Frontage _____ FT.

(C) Land Coverage

Structures	Existing Sq. Ft. +	Proposed Sq. Ft. =	Total Sq. Ft.
House/Main Building			
Detached Garage			
Temporary Carport			
Shed/Storage Building			
Picnic Shelter/Gazebo			
Pool			
Other: _____			
Total Square Footage			

(D) Miscellaneous

Existing parking spaces: _____ Proposed additional spaces: _____

Is the property located in Special Flood Hazard Area? Yes or No

3) Contractor Information

General Contractor: _____ Phone: _____

Contact Name: _____ Phone: _____

Mailing Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

APPLICATIONS FOR NEW CONSTRUCTION OR ALTERATION MUST CONTAIN THE FOLLOWING MATERIALS:

1. _____ Completed and Signed Application
2. _____ Site plan drawn to scale illustrating:
 - a. _____ Lot size and dimensions.
 - b. _____ Size, location and use of all existing structures on the lot.
 - c. _____ Size, location and proposed use of new structures and/or additions.
 - d. _____ Distance from structures to property lines.
 - e. _____ Location and surface material of existing and proposed parking areas and access drive(s).
 - f. _____ Name and location of adjacent public street(s).
3. _____ **NON-REFUNDABLE** Application Fee. See Schedule of Fees table below for the fee structure:

Zoning Certificate Fees (Article 9 Section 9.04)	Fee
Single Family Residence – up to and including 3 units	\$50.00
Additions to single family residential	\$25.00
Residential Accessory Uses (deck, shed, garage, storage building)	\$25.00
New Multi-family (4+ units), Commercial or Industrial structures and/or Accessory Buildings or additions	\$50.00 Plus \$0.02 per Sq/Ft area outside dimensions of foundation. Not to exceed \$600
Recreational, Institutional, Governmental and Miscellaneous structures and/or Accessory Buildings or additions	\$25.00 Plus \$0.01 per Sq/Ft area outside dimensions of foundation. Not to exceed \$125
Swimming Pool	\$25.00
Certificate of Use and Compliance	\$10.00

Please read and sign: I, the undersigned do hereby affirm: the above statements are true and correct and also agree to comply with the provision of the ordinances of the Village of Chauncey. I will comply with all conditions of the permit once issued. The proposed work is authorized by the owner in fee, and I have the authorization to make this application. Upon submission of the zoning certificate application, the permit fee must be paid. Site visits to the property by Village representatives are essential to process this application. By signing below, the owner/applicant authorizes Village representatives to visit and photograph the property described in this application.

The information requested on this application may be relied upon by the Village in considering the permit. Any false statement made knowingly may be grounds for criminal action under state and local law: Ohio Revised Code 2921.13.

Applicant: _____
Signature Printed Name Date

Property Owner: _____
(if other than applicant) Signature Printed Name Date

FOR OFFICIAL USE ONLY

Date Received: _____

Check if received:

____ Completed and signed application

____ Site Plan

____ Application Fee Paid

Site Visit: Yes or No

If yes, date of visit: _____

Special Notes:

Application Status:

Approved **Denied**

Zoning Inspector

Date