

**HAMILTON COUNTY RURAL ZONING COMMISSION**

# **ZONING CERTIFICATE APPLICATIONS**

**FOR:**

**HAMILTON COUNTY ZONING**  
(Governing Columbia, Harrison, and parts of Green & Miami Townships)

## **WHERE TO APPLY**

The Zoning Certificates Counter is located in room 804 of the Hamilton County Administration Building, 138 East Court Street, Cincinnati, Ohio, 45202. Phone Number (513) 946-4501, Fax Number (513) 946-4475, Website: <http://www.hamiltoncountyohio.gov/hcrpc>.

## **WHEN TO APPLY**

The Zoning Certificates Counter is open Monday through Friday 8 a.m. - 4 p.m. It may be necessary to visit more than one department, in which case it is recommended to arrive early, as other departments may close at 4 p.m. also. Please feel free to call us with any questions.

## **OVERVIEW OF APPLICATION REQUIREMENTS:**

### **ZONING CERTIFICATE APPLICATION FORM**

Available at the counter, on our website, or by U.S. mail, e-mail, or fax

### **FOUR (4) SETS OF SITE PLANS**

### **ONE (1) SET OF CONSTRUCTION PLANS FOR REVIEW ONLY**

### **ZONING CERTIFICATE FEE**

Method of payment – Check, Cash OR Credit Card

Make checks payable to: Hamilton County Commissioners

## **ZONING CERTIFICATE ISSUANCE:**

**APPLICATION NUMBER** – Upon approval of the site plan Zoning Certificate Number is assigned and stamped on all forms and the site/survey plan is stamped APPROVED by the plans examiner. The Zoning Certificate is prepared and issued to the applicant.

**ZONING BEFORE BUILDING** - Once the fee has been paid and the applicant has received APPROVED site plans and a Zoning Certificate; they may proceed to the Building Department when a building permit is required.

**NOTE: PLEASE CONTACT THE BUILDING DEPARTMENT FOR BUILDING PERMIT APPLICATION REQUIREMENTS AT (513) 946-4550**

## **THE SITE PLAN**

The Zoning Compliance Plan or Plot Plan should include some or all of the following information:

**PROJECT INFORMATION:** Project Name; Owner Name; Builder Name; Developer Name; Plans Prepared by Name; Plans Date - prepared/revised.

**NORTH ARROW:** The site plan is typically prepared with North pointing to the top of the site plan.

**PROFESSIONAL SEAL:** A Surveyor's Seal *must* appear on the site plans submitted for *New – Principal Residential Structures & All New Non-Residential Structures, Additions, Parking Lot Expansion etc.* Architect or Engineer's Seals are also acceptable if the survey from which the information was taken is cited on the plan or if presented with a survey drawing of the property.

Other Applications including Residential Additions, Accessory Structures, Fences, Signs, etc. must be presented with a site plan accurately depicting all pertinent information as stated below.

**IDENTIFY:** Property Lines; Street Names; Existing & Proposed Structures including attached decks, cantilevers, wing walls, accessory structures, fences, walls, pavement, driveways, walks, signs as well as easements, grades, and other pertinent information.

**DIMENSIONS:** Provide property line dimensions; site square foot area; setback dimensions from structures to all property lines; parking layout dimension-details; other. A plan drawn to scale is preferred.

**LAND USE:** Indicate existing land uses verses the proposed land uses.

**PARKING SPACE:** Include the parking analysis / calculations – show the math.

**LANDSCAPING:** Provide a detailed landscape analysis including required & provided landscape area, tree and shrub information, as well as a detailed Landscape Plan representing graphically landscape areas and plantings. Include minimum planting standards on the plan.

**LIGHTING:** Provide a detailed plan including the location, type and height of all proposed light fixtures in compliance with the zoning resolution lighting standards and noting maximum illumination at property lines when applicable.

**ISR:** Complete the Impervious Surface Ratio calculations worksheet when applicable.

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## **GENERAL LIST OF ZONING CERTIFICATE APPLICATION TYPES**

A Revision to a previously approved zoning certificate application will require complete re-submittal to the zoning department.

### **RESIDENTIAL:**

NEW SINGLE FAMILY DWELLING (Survey drawing required)	Four (4) site plans
NEW MULTI-FAMILY DWELLING (Survey drawing required)	Four (4) site plans
ADDITION	Four (4) site plans
ACCESSORY GARAGE or SHED	Four (4) site plans
SWIMMING POOL (In ground or above ground)	Four (4) site plans
FENCE or WALL (Includes Retaining Walls)	Four (4) site plans
DECK (Attached or detached)	Four (4) site plans
ANTENNA or SATELLITE DISH	Four (4) site plans
IN HOME OCCUPATION CERTIFICATE	One (1) site plan; One (1) Home Occupation Form

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## **GENERAL LIST OF ZONING CERTIFICATE APPLICATION TYPES** **(Continued)**

A Revision to a previously approved zoning certificate application will require complete re-submittal to the zoning department.

### **NON-RESIDENTIAL:**

NEW NON-RESIDENTIAL BUILDING (Survey drawing required)	Four (4) site plans
NON-RESIDENTIAL BUILDING ADDITION (Survey drawing required)	Four (4) site plans
NEW SWIMMING POOLS, PUBLIC (Survey drawing required)	Four (4) site plans
NON-RESIDENTIAL STORAGE TANKS	Four (4) site plans

**SIGNS - All sign applications** for zoning certificates shall require five (5) SETS of plans. One Set includes a SITE PLAN and a SIGN PLAN stapled together. Photocopies are prepared to meet the correct number of sets to be submitted. The SITE PLAN shall detail the location of a freestanding sign structure on the property and/or the site plan shall detail the location of a wall sign by marking which wall of the building the wall sign will be attached. The SIGN PLAN shall detail the sign structure itself. For certain sign applications, the sign plan shall include building elevation / facade details.

AWNING or MARQUEE	Four (4) site plans
TENT	Four (4) site plans
FENCE or WALL (includes Retaining Walls)	Four (4) site plans

### **NEW TENANT:**

- Five (5) *key plans* for tenant change in Regional Shopping Centers, i.e. parking calculations predetermined.
- Five (5) *key plans* when tenant change from general office to general office in an individual office building when no change in parking requirements.
- Internal Alterations for an *existing tenant* with no change in parking requirements do *not* require a zoning application or fee (Zoning signs off on building application).

ALTERATIONS (requiring parking calculations)	Four (4) site plans
PARKING LOTS - new or re-striping (Survey drawing required for new or expansion)	Four (4) site plans
LANDFILL, EXTRACTION or GRAVEL MINING	Four (4) site plans
NON-CONFORMING USE CERTIFICATE	Four (4) site plans
REFUSAL	Four (4) site plans

**NOTE: PLEASE CONTACT THE BUILDING DEPARTMENT FOR BUILDING PERMIT APPLICATION REQUIREMENTS AT (513) 946-4550 MAIL-IN APPLICATIONS**

**MAIL-INS:** The Hamilton County Department of Building Inspections has asked that applications mailed to the Zoning Department *not* be forwarded to the Building Department, nor shall applications mailed to the Building Department be forwarded to the Zoning Department *EXCEPT the following:*

**LIMITED EXCEPTIONS FOR ZONING & BUILDING COMBINED APPLICATION SUBMITAL:**

Residential Interior Alterations such as a *Basement Finish*, when mailed to the Building Department, may be passed before a Zoning Plans Examiner for confirmation that no zoning is required. The Zoning Plans Examiner “signs off” on the Building Department application form. Call Zoning before mailing the application.

Non-Residential Interior Alterations for an *Existing Tenant* in a multi-tenant building or shopping center, where no changes in parking requirements occur, and when mailed to the Building Department, may be passed before a Zoning Plans Examiner for confirmation that no zoning is required. The Zoning Plans Examiner “signs off” on the Building Department application form. Call Zoning before mailing the application.

Non-Residential Interior Alterations for a *New Tenant* in a multi-tenant building or shopping center, where no changes in parking requirements occur, may be mailed to the Zoning Department for review by a Zoning Plans Examiner who, upon zoning approval, may forward the application materials to the Building Department. All correct applications materials must be included. Please note that both departments have entirely separate application forms, fees, plan requirements, etc. Call Zoning before mailing the application in order to confirm application procedures.

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