

# HAMILTON COUNTY PLANNING + DEVELOPMENT

## ZONING CERTIFICATE APPLICATIONS

### HAMILTON COUNTY ZONING JURISDICTION

Columbia Twp. Green Twp. (except Northeast Green)  
Harrison Twp. Miami Twp. (except Northwestern Miami)

### ZONING BY CONTRACT

Symmes Twp.  
The Village of North Bend  
The Village of Woodlawn

Zoning submittals can be reviewed in person or mailed to our office. Some can be processed through email. We are located in the Hamilton County Administration Building, 138 East Court St., Room 801, Cincinnati, Ohio, 45202 - 1226. Please call us for assistance at (513) 946-4550, option 2.

Office hours are Monday - Friday 7:30 a.m. - 4 p.m. If visiting, mornings are best, else no later than 2:30 p.m.

### APPLICATION REQUIREMENTS

- **ZONING CERTIFICATE APPLICATION FORM** Complete the first page and print out pages one and two. The form is available at the zoning counter, by U.S. mail, e-mail or on our website at: [2020 Zoning Application](#)
- **HAMILTON COUNTY JURISDICTION** - THREE (3) SITE PLANS
- **NORTH BEND, SYMMES, WOODLAWN** - FOUR (4) SITE PLANS
- **CONSTRUCTIONS PLAN** – Certain construction types, please contact us for more information.
- **ZONING CERTIFICATE FEE** – See the fee schedule and / or call to confirm.
  - ❖ Hamilton County Jurisdiction - cash, credit card or check payable to **The Hamilton County Treasurer**
  - ❖ The Village of North Bend - cash or check payable to **The Village of North Bend**
  - ❖ Symmes Township - cash or check payable to **Symmes Township**
  - ❖ The Village of Woodlawn - cash or check payable to **The Village of Woodlawn**

### SITE PLANS SHALL CONTAIN THE FOLLOWING INFORMATION –

**PROJECT INFORMATION:** Cite the address, project, owner, builder, contractor and who prepared the plans.

**THE SCALE:** Plans drawn to scale are preferred, page size fully legible. *Not* accepted - aerial maps.

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

**IDENTIFY:** The Site plan should identify property lines, street names, existing & proposed structures including attached decks, steps, cantilevers, wing walls, accessory structures, fences, walls, pavement, driveways, walks, signs, contours, and other pertinent information.

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

**DIMENSIONS:** Show the property lines, setbacks; parking layout and other applicable dimensions.

### OTHER PLANS POSSIBLY REQUIRED (as required by the Zoning Plans Examiner) -

**PROFESSIONAL SEAL:** A surveyor, architect or engineer seal must appear on certain plans construction types, per the Building Plans Examiner.

**PARKING:** Complete the parking analysis worksheet.

**LANDSCAPING:** A detailed landscape plan including required & provided area, tree and shrub calculations, identifying plant types, graphically represented in the appropriate landscape areas.

**LIGHTING:** 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 the property lines.

**IMPERVIOUS SURFACE RATION:** Complete the ISR calculations worksheet for new non-residential construction.

## ZONING CERTIFICATE APPLICATIONS (continued)

### SPECIAL ZONING SUBMITTAL INSTRUCTIONS –

REVISION: Previously approved zoning certificate applications with changes will require complete re-submittal.

SIGNS: It is strongly recommended that sign companies contact a Zoning Plans Examiner for a preliminary review prior to the actual zoning certificate and building permit submittals.

“SIGN-OFFS”: The Zoning Plans Examiner can review and sign-off on the Building Division application form for –

- Residential interior alterations e.g. **basement finish**.
- Non-residential interior alterations for an **existing tenant** in a multi-tenant building or shopping center, where no changes in parking requirements occur.
- **Solar panels** mounted flush with the roof with no new projection.
- **Telecommunication towers**, antennas, cabinets, generators or fence enclosure within non-residential districts.
- Certain **“shell” permits** when the footer and foundation has already been approved for zoning.

**The Building Division** will not accept permit applications without approval or sign-off from the Zoning Division. Please contact the Building Division for their building permit application submission requirements at (513) 946-4550, option 1.