



Application for Zoning Certificate New Driveway Construction or Expansion

DEPARTMENT OF COMMUNITY DEVELOPMENT

697 Neeb Road, Cincinnati, Ohio 45233

Phone: (513) 922-2705 Email: zoning@delhi.oh.us

Please Check Applicable Request:

- Residential Driveway (New) Residential Driveway (Expansion)
- Non-Residential Driveway (New) Non-Residential Driveway (Expansion)
- Other _____

***** PLEASE READ BEFORE COMPLETING THE APPLICATION *****

- **New driveways or expansions may also require permits from the Hamilton County Engineers Office or the Delhi Township Public Works Department, depending on the street where the driveway is being constructed or expanded. For details, please contact:**
 - **Hamilton County Engineers Office: (513) 946-8430.**
 - **Delhi Township Public Works Department: (513) 922-8609.**
 - **It is the responsibility of the applicant to file all necessary application materials with the previously listed agencies, if required.**
 - **The listed agencies are notified of all approved Zoning Certificates.**
- **All projects related to this zoning certificate shall be conditional upon the commencement of work within six (6) months, and may be revoked if work has not been substantially completed within eighteen (18) months.**
- **The applicant agrees to properly restore all disturbed surfaces to their original condition.**
- **Applicant shall call for an inspection once the project(s) complete. Minimum 24-hour notice is required.**
- **Applicant/property owner is responsible for property line verification prior to construction.**
- **Delhi Township is not responsible for structures placed within any easement.**
- **Applications shall be either approved or denied within three (3) to five (5) business days after receipt of a complete application.**

Applicant Information *(Please print clearly)*

Applicant: _____ Owner Agent Tenant Other

Company: _____

Applicants Street Address: _____

City, State, and Zip Code: _____

Telephone Number: _____ Email: _____

Project Site Information *(Please print clearly)*

Address for Permit: _____ Property Zoning District: _____

Owner of Property: _____

Owner's Street Address: _____

City, State, and Zip Code: _____

Telephone Number: _____ Email: _____

Description of Project: _____

Work to begin on or about _____ and will require approximately _____ days.

In addition to completing the information on page one (1) of this application, you are required to submit the following:

New Driveway Construction/Expansion: (Residential/Non-Residential)

- One (1) site plan showing the actual dimensions and shape of the lot, and show the location, size, and width for the proposed new driveway construction or expansion. If the new driveway construction or expansion is setback from the property line, please also provide the setback dimensions from the property lines.
- Surfacing materials to be used for the proposed new driveway construction or expansion: _____
- Will a new driveway apron be installed? Yes No
- Will the existing driveway apron be widened or altered? Yes No
- Will the existing public sidewalk between the apron and the driveway be altered or replaced?
 Yes No

Total Cost of Improvements: \$ _____

Applicants Comments:

The applicant agrees to comply with:

- **The information contained on the approved permit.**
- **The plans submitted in accordance with the approved permit.**
- **All modifications, restrictions and/or regulations as assigned by Delhi Township Department of Community Development, Delhi Township Public Works Department and Hamilton County Engineers Office.**
- **Making request for a Final Inspection of approved improvements toward the issuance of Certificate of Compliance and grants to the Township permission to access the subject property so as to make inspections.**

Applicant understands that any violation of the Delhi Township Zoning Resolution, any false information on this application, and any occupancy before final inspection has been made and a Certificate of Compliance is issued will result in penalties as provided in the Delhi Township Zoning Resolution.

I hereby attest to the truth and exactness of all information supplied on and with this application.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

FOR OFFICE USE ONLY

Received Stamp:

Fees: \$0_____

Total Fees Due: \$0_____

Zoning Reviewer Notes:

Permit Approved: _____

Permit Denied: _____

Reason for Denial (if applicable):

Permit Issued By:

Date: