



# Application for Zoning Certificate Additions, Interior Alterations and New Construction

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

697 Neeb Road, Cincinnati, Ohio 45233  
Phone: (513) 922-2705 Email: [zoning@delhi.oh.us](mailto:zoning@delhi.oh.us)

**Please Check Applicable Request:**

- Residential New   
 Residential Addition   
 Non-Residential New   
 Non-Residential Addition  
 Non-Residential Interior Alteration   
 Other \_\_\_\_\_

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

- **New Construction/Additions will also require a permit from Hamilton County Buildings & Inspections and possibly approval from Delhi Township Fire. For details, please contact:**
  - **Hamilton County Buildings & Inspections: (513) 946-4550.**
  - **Delhi Township Fire Inspections: (513) 922-2011.**
    - **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.**
- **Failure to submit a complete application, with fees, may result in the delay or denial of the application.**
- **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 Construction/Addition: (Residential/Non-Residential)**

- Four (4) or six (6) complete sets of drawings (that number required by Hamilton County, plus one set for the Township), including site plans and construction drawings.
- Site plans shall include the actual dimensions and shape of the lot, and show the location and setbacks from all property lines for existing and proposed structures.
- Construction drawings shall indicate the square footage and height of existing and proposed structures and include elevations and grading plans.

**Interior Alteration: (Non-Residential)**

- Four (4) or six (6) complete sets of drawings (that number required by Hamilton County, plus one set for the Township), including site plans and construction drawings.
- Site plans shall include the actual dimensions and shape of the lot, and show the location and setbacks from all property lines for existing and proposed structures.
- Construction drawings shall indicate the existing and proposed size of the space to be altered, and it shall include a listing of the proposed new use(s) of the space.

**Total Cost of Improvements: \$** \_\_\_\_\_

**Applicants Comments:**

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**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 Fire, and Hamilton County Buildings & Inspections.**
- **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:**

**Residential Fees:**

Additions/Alterations/Repairs	\$50	_____
New Construction (M.F.)	\$100 x per unit	_____
New Construction (S.F.)	\$100	_____

*Fees Doubled (per Section 22.6, G)*

**Total Fees Due:** \_\_\_\_\_

**Non-Residential Fees:**

New Construction / Additions		
Buildings 1-1000 sq. ft.	\$200	_____
Buildings 1001-2000 sq. ft.	\$300	_____
Buildings 2001-10,000 sq. ft.	\$400	_____
Buildings 10,000 + sq. ft.	\$500	_____
Alterations/Repairs	\$150	_____

*Fees Doubled (per Section 22.6, G)*

**Total Fees Due:** \_\_\_\_\_

**Zoning Reviewer Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Permit Approved:** \_\_\_\_\_

**Permit Denied:** \_\_\_\_\_

**Reason for Denial (if applicable):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Permit Issued By:

\_\_\_\_\_  
Date: