



# Application for Zoning Certificate Seasonal & Temporary Business

## 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 READ BEFORE COMPLETING THE APPLICATION \*\***

- **When a business wishes to seasonally or temporarily locate into an existing building or outdoor space a Zoning Certificate is required to be obtained prior to taking occupancy.**
- **The business may also be required to also obtain permits from Delhi Township Police, Delhi Township Fire and Hamilton County Buildings & Inspections. For details, please contact:**
  - **Delhi Township Police (513) 922-0060.**
  - **Delhi Township Fire Inspections (513) 922-2011.**
  - **Hamilton County Buildings and Inspections (513) 946-4550.**
    - **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.**
- **Signage shall comply with Township regulations.**
- **Failure to submit a complete application, including fees, may result in the delay or denial of the application.**
- **Delhi Township is not responsible for structures placed within any easement.**
- **Applicant shall call for an inspection once the use is established. Minimum 24-hour notice is required.**
- **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: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Dates of Operation: From \_\_\_\_\_ To: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner's Street Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Seasonal and Temporary Business:**

- For outdoor businesses:
  - A site plan showing the actual dimensions and shape of the lot, show the location and setbacks from all property lines for existing structures and the location of the subject business.
- For indoor businesses:
  - A site plan showing the actual dimensions and shape of the lot, show the location and setbacks from all property lines for existing structures and the location of the proposed business. The site plan shall also include the location of the parking lot and indicate the number of parking spaces in the parking lot.
  - A floorplan of the proposed space to be occupied by the seasonal/temporary business shall also be included. The floorplan shall include and identify room locations, walls, counters, doors, windows, etc. of the subject space, and note the square footage and existing uses of all tenant spaces. Construction drawings may be required as warranted.

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

**Applicants Notes:**

---

---

---

---

---

**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:**

**Fees:**  
Seasonal or Temporary Business      \$100 \_\_\_\_\_

*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: