



Application for Zoning Certificate Seasonal or Temporary Business

DEPARTMENT OF COMMUNITY DEVELOPMENT

697 Neeb Road, Cincinnati, Ohio 45233
Phone: (513) 922-2705 Fax: (513) 922-8767

***** IMPORTANT INFORMATION – 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
- Signage shall comply with Township regulations.
- Failure to submit a complete application may result in the delay or denial of the application.
- Delhi Township is not responsible for structures placed within any easement.
- At least 24-hour advance notice is required for all inspections.

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.**
- **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 _____

Total Fees Due: _____

Zoning Reviewer Notes:

Permit Approved: _____ **Permit Denied:** _____

Reason for Denial (if applicable):

Permit Issued By:

Date: