



Application for Zoning Certificate – Accessory Structures

DEPARTMENT OF COMMUNITY DEVELOPMENT

697 Neeb Road, Cincinnati, Ohio 45233

Phone: (513) 922-2705 Fax: (513) 922-8767

Please Check Applicable Request: Shed Deck Fence/Wall Swimming Pool
 Detached Garage Gazebo/Pergola Radio/Cell Tower Other: _____

***** IMPORTANT INFORMATION – PLEASE READ BEFORE COMPLETING THE APPLICATION *****

- **Accessory structures may also require a building permit from Hamilton County Buildings & Inspections and possibly from Delhi Township Fire. For details, please contact:**
 - **Hamilton County Buildings & Inspections (513) 946-4550**
 - **Delhi Township Fire Inspections (513) 922-2011**
- **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 protect all excavations where applicable and restore all disturbed surfaces to their original condition at a minimum.**
- **At least 24-hour advance notice is required for all inspections.**
- **Failure to submit a complete application may result in the delay or denial of the application.**
- **Applicants are responsible for property line verification prior to construction.**
- **Delhi Township is not responsible for structures (including fences) placed within any easement.**

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: _____

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

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 based on the type of project you are requesting. If multiple projects are planned, please complete each applicable section:

Accessory Structures (under 200 sq. ft. in size):

- Two site plans showing the actual dimensions and shape of the lot, and show the location and setbacks from all property lines for existing and proposed structures.
- Exterior materials to be used on the proposed structure(s): _____
- Exterior color of the proposed structure(s): _____
- Exact size of the proposed structure(s): _____ by _____ = _____ sq. ft.
- Height of the proposed structure(s): _____ feet _____ inches.

Accessory Structures (200 sq. ft. and greater in size):

- 4/6 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.
- Exterior materials to be used on the proposed structure(s): _____
- Exterior color of the proposed structure(s): _____
- Exact size of the proposed structure(s): _____ by _____ = _____ sq. ft.
- Height of the proposed structure(s): _____ feet _____ inches.

Fences/Walls:

- Two site plans showing the actual dimensions and shape of the lot, and show the location and setbacks from all property lines for existing structures and the proposed fence/wall.
- Height of the proposed fence/wall: _____ feet _____ inches.
- Total length of the proposed fencing/wall: _____ feet _____ inches.
- Type of material & style (design) of the proposed fence/wall: _____
- **NOTES:**
 - *The most finished side of a fence shall be the side that faces outward from the yard of the subject application. All framing or support members of fences shall face inward of the yard of the subject application.*
 - *Walls (i.e. stone, concrete, etc.) greater than 4-feet in height also require the obtainment of a building permit from Hamilton County Buildings & Inspections. In addition to the aforementioned items, 4/6 complete sets of construction drawings (that number required by Hamilton County, plus one set for the Township) shall also be submitted to the Township.*

Tents/Stages:

- 4/6 complete sets of drawings (that number required by Hamilton County, plus one set for the Township), including site plans and installation instructions.
- Site plans shall include the actual dimensions and shape of the lot, and show the location and setbacks from all property lines for existing structures and the proposed tent/stages(s).
- Exact size of the proposed tent/stages(s): _____ by _____ = _____ sq. ft.
- Height of the proposed tent/stages(s): _____ feet _____ inches.
- Dates/timeframe of use the proposed tent/stages(s): _____.
- **NOTE:** *In addition to Zoning and Building Inspections, a Fire Inspection may also be required.*

Radio/Cell Towers

- 4/6 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.
- Exact size of the proposed structure(s): _____ by _____ = _____ sq. ft.
- Height of the proposed structure(s): _____ feet _____ inches.

Other:

- For accessory structures not listed within this application, please contact the Department of Community Development at 513-922-2705 to verify submittal requirements.

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 the 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:

Shed:	\$25 ____	Deck:	\$25 ____
Fence/Wall:	\$25 ____	Swimming Pool:	\$25 ____
Detached Garage:	\$25 ____	Other:	\$25 ____
Total Fees Due: _____			

Non-Residential Fees:

Shed:	\$100 ____	Deck:	\$100 ____
Fence/Wall:	\$100 ____	Swimming Pool:	\$100 ____
Detached Garage:	\$100 ____	Other:	\$100 ____
Radio/Cell Tower (Alteration):	\$150 ____		
Radio/Cell Tower (New):	\$200 ____		
Total Fees Due: _____			

Zoning Reviewer Notes:

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

Reason for Denial (if applicable):

Permit Issued By:

Date: