



# 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  Tent/Stage  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): \_\_\_\_\_
  - Additional Information/Tent & Stage Sizes: \_\_\_\_\_
- \_\_\_\_\_  
• **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 ____
<b>Total Fees Due:</b> _____			

**Non-Residential Fees:**

Shed:	\$100 ____	Deck:	\$100 ____
Fence/Wall:	\$100 ____	Swimming Pool:	\$100 ____
Detached Garage:	\$100 ____	Tents/Stages:	\$50 ____
Radio/Cell Tower (Alteration):	\$150 ____	Other:	\$100 ____
Radio/Cell Tower (New):	\$200 ____		
<b>Total Fees Due:</b> _____			

**Zoning Reviewer Notes:**

---

---

---

---

---

---

---

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

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

---

---

---

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

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