



Application for Zoning Certificate Additions, Interior Alterations and New Construction

DEPARTMENT OF COMMUNITY DEVELOPMENT

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

Please Check Applicable Request:

- Residential New
 Residential Addition
 Non-Residential New
 Non-Residential Addition
 Non-Residential Interior Alteration
 Other _____

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

- **New Construction/Additions will also require a building 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**
- **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 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:

New Construction/Addition: (Residential/Non-Residential)

- 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.
- Construction drawings shall indicate the square footage and height of existing and proposed structures and include elevations and grading plans.

Total Cost of Improvements: \$ _____

Applicants Comments:

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:

New Construction (S.F.)	\$100	_____
New Construction (M.F.)	\$100 X per unit	_____
Additions	\$50	_____

Total Fees Due: _____

Non-Residential Fees:

New Construction		
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	\$150	_____

Total Fees Due: _____

Zoning Reviewer Notes:

Permit Approved: _____

Permit Denied: _____

Reason for Denial (if applicable):

Permit Issued By: _____

Date: _____