

# APPLICATION FOR ZONING PERMIT



**10101 Montgomery Road  
Montgomery, OH 45242  
Phone: 513 891-2424  
FAX: 513 891-2498**

**Application No.** \_\_\_\_\_  
**Permit No.** \_\_\_\_\_

A site plan and additional information listed on the back of this application must be submitted with this form. Any new construction or addition to an existing residential or commercial building must complete phase two and three of the review process. Any requested information not provided makes this an incomplete application and will not be reviewed. If revisions are required, the permit process will be delayed. If approved permit is not picked up after 90 days, it is deemed expired.

**LOCATION OF WORK:**

Project Address: \_\_\_\_\_ Lot # \_\_\_\_\_

**Type of Building/Structure:**

Business Use: Main Building \_\_\_\_\_ Accessory Building \_\_\_\_\_ Site Work \_\_\_\_\_  
Residential Use: House \_\_\_\_\_ Garage \_\_\_\_\_ Shed \_\_\_\_\_ Pool \_\_\_\_\_ Other \_\_\_\_\_

**INFORMATION (Please print):**

	NAME	MAILING ADDRESS	PHONE
Applicant			
Contractor			
Land/Building Owner of Record			

Is work in: 100 year Flood plain? \_\_\_\_\_ Flood way? \_\_\_\_\_ Heritage District? \_\_\_\_\_ Landmark? \_\_\_\_\_

Are there easements or other legal land restrictions? \_\_\_\_\_

Describe Nature of Work: \_\_\_\_\_

Total square footage of project: \_\_\_\_\_

Applicant to notify the Montgomery Fire Department 24 hours prior to the removal of any underground storage tank located on the premises.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as 'Authorized Agent' and we agree to conform to all applicable laws of the City.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE**

The Zoning Permit, once validated and issued by the Zoning Administrator, certifies the proposed use of land and the work proposed conforms to the City of Montgomery's Zoning Code. Once issued, the permit shall become null and void if the work for which the permit was issued has not commenced within 12 months of the date issued.

**To be filled out by the Building Department only**

Variance Required: Yes \_\_\_\_\_ No \_\_\_\_\_ Date of BZA Action: \_\_\_\_\_

BZA Decision: \_\_\_\_\_

Permit: Approved \_\_\_\_\_ Denied \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions/Notes: \_\_\_\_\_

Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_

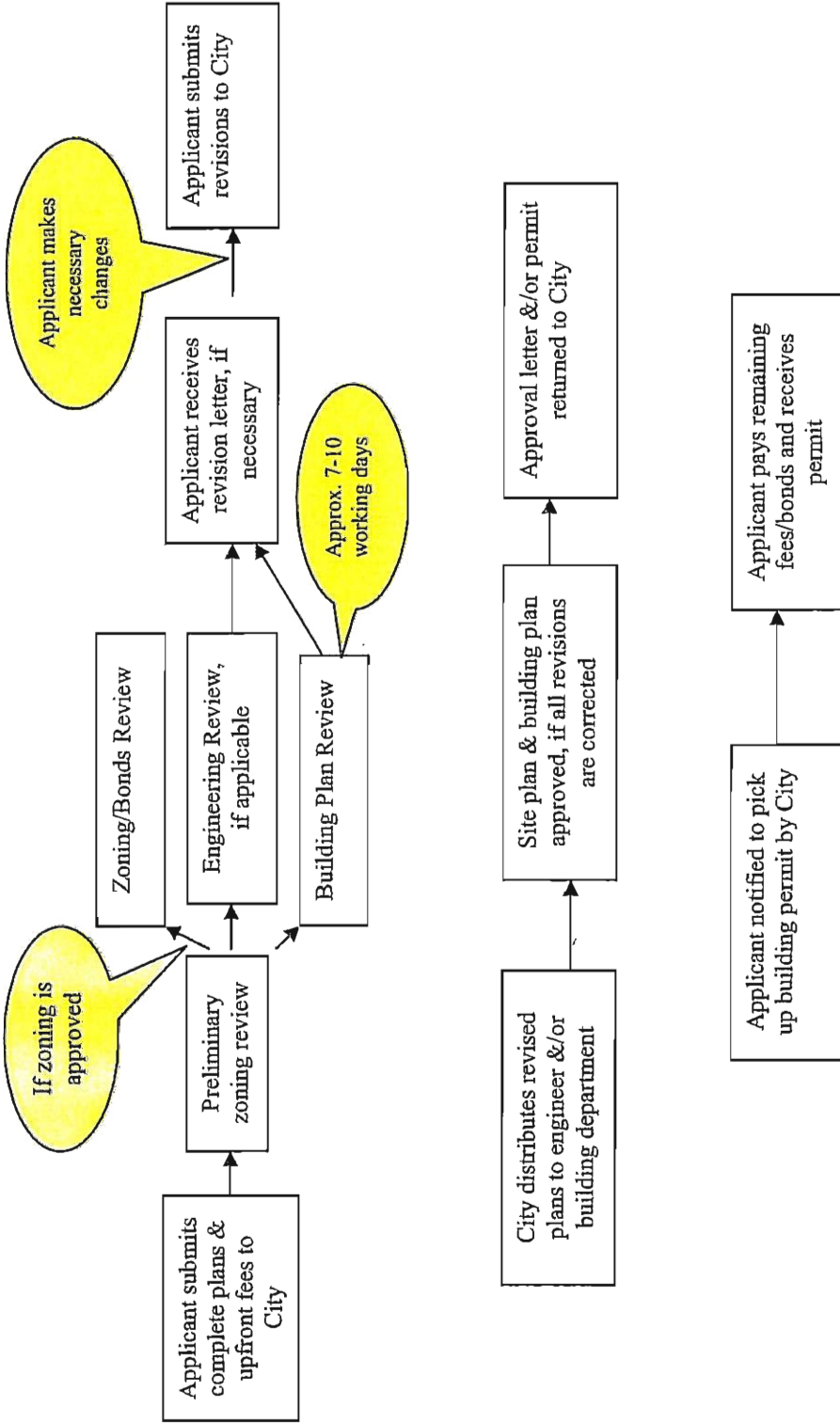
## ZONING APPLICATION REQUIREMENTS FOR NEW SINGLE FAMILY HOMES, ADDITIONS, AND ACCESSORY STRUCTURES.

**(Specific items may be determined to be inapplicable or unnecessary and may be waived in writing by the Zoning Administrator.)**

1. Completed Zoning Application form.
2. One copy of a general vicinity map.
3. Three copies of a detailed site plan, drawn to scale, and one reduced copy (8 ½ x 11), based on an accurate survey prepared by a registered surveyor that includes the following:
  - A. All lot lines with dimensions.
  - B. Designation of all right-of-ways.
  - C. Designation of any and all easements pertaining to the property or directly abutting the property.
  - D. North arrow and scale.
  - E. Location, setback, and dimensions of the main building, accessory structures, patios, decks, driveways, and other accessory uses.
  - F. Grading plan showing pre-existing grade, finish grade, and erosion control measures to be maintained during construction.
  - G. Percentage of all impervious surface coverage in the front yard on residential lots.
  - H. Proposed final grading and elevation above grade of principal structure.
    - I. A tree preservation plan identifying trees 8" or larger in diameter measured 4' above current natural grade, trees to be removed, trees to be retained, and methods used to protect trees during construction.
  - J. Detail of any and all proposed relocation of on-site utilities.
  - K. Any other pertinent data as may be required by the Zoning Administrator to determine and provide for the enforcement of this Zoning Code.
4. A construction site plan indicating any additional temporary access drives; location of any and all stockpiles of dirt to be retained and excavated; and location of any dumpsters to be used during construction.
5. Electronic version of the site plan for all new commercial projects and new single and multi-family residential dwelling units.
6. Application fee.
7. A pre-construction meeting, when requested by the Zoning Administrator, to discuss and/or clarify plans submitted for review.

**Upon approval of the zoning permit, the City will notify the applicant of the amount of any erosion or sediment control bond required, a cash bond for street and sidewalk cleaning during construction, and a right of way maintenance and repair bond for the value of public improvements in the right of way that may be damaged during construction. Bonds shall be paid prior to the issuance of permit.**

# Building Permit Process



**\*\*Revisions may significantly increase the amount of time necessary to process your permit\*\***