SYCAMORE TOWNSHIP, OH

DEPARTMENT OF PLANNING & ZONING 8540 KENWOOD ROAD, CINCINNATI, OH 45236 513.792.7250 PHONE 513.792.8564 FAX

COMMERCIAL APPLICATION

NEW BLDS, ADDITIONS, TENANT CHANGE, INT FINISH/ALT, SIGNS, FAÇADE RENOVATIONS, PKG LOT, WALLS, FENCES, ETC.

REVIEWED BY				
HOLBERT	GUNDERSON			

APPLICATION NUMBER

DO NOT WRITE IN THIS SPACE

PROJECT ADDRESS:	ZIP CODE:					
NAME	STREET ADDRESS	CITY	ST	ZIP	PHONE NUMBER	
PROPERTY OWNER						
CONTRACTOR						
DESIGN PROFESSIONAL						
APPLICANT						
APPLICANTS E-MAIL ADDRESS						
,	FINISH/ALTERATION $\mathbb O$ TESORY STRUCTURE $\mathbb O$ SCREEN	N ROOFTOP MECH/		R ENLOSUI	RE O NEW SIGN O	
DESCRIPTION OF WORK:	,	ENOVATIONS O		E CHANGE	OTHER	
SQUARE FEET:						
NO. OF SIGNS: EST. S	START DATE:	EST. FII	NISH DATI	E :		
THE DEPARTMENT OF PLANNIN TOWNSHIP. WE PROMOTE HIGH S' SERVING OUR CITIZENS AND B	TANDARDS FOR DEVELOPME	NT AND QUALITY	PROJECTS.	WE LOOK	FORWARD TO	
The owner of this project and undersigned do here project according to the drawings and specification and specifications are to the best of their knowleds. The applicant and owner of the real property agree	ns submitted herewith, and certify the ge, true and correct. Lot consolidation	nat all of the information on is required to obtain	on and stateme zoning appro	ents given or oval for the co	n this application, drawings construction of any structure.	
NOTE: FILING THIS APPLICATION DO	OES NOT CONSTITUTE PER	RMISSION TO BE	GIN WORK	ζ.		
APPLICANT'S <u>SIGNATURE</u>	DATE					
PROPERTY OWNER'S SIGNATURE	DATE					
	DO NOT WRITE BELO	W THIS LINE				
RECOMMENDS PLAN APPROVAL:		DATE:	_			
ZONING APPROVED BY:		DATE:	_			
DATE PERMIT ISSUED:						

SYCAMORE TOWNSHIP PERMIT APPLICATION REQUIREMENTS

**APPLICATION WITH PROPERTY OWNER'S SIGNATURE REQUIRED FOR ALL OF THE FOLLOWING:
**INSPECTIONS REQUIRED FOR FOUNDATION, PIERS, FINAL, SIGNS

**INSPECTIONS REQUIRED FOR FOUNDATION, PIERS, FINAL, SIGNS APPLICATION TYPE	PLANS REQUIRED	NUMBER OF SETS
Commercial Applications		
New Commmercial Building	ISR Worksheet	1
Commercial Addition	Full set of construction documents including mechanical and sprinkler drawings as required.	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	CD of construction documents in pdf format	1
Interior Finish/Alterations Accessory Use Structure (including solar panels) (120 sq. ft. and over)	Full set of construction documents including mechanical and sprinkler drawings as required.	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	CD of construction documents in pdf format	1
Accessory Use Structure (under 120 sq. ft.)	Site Plan Elevation Floor Plan	2
Façade Renovations	Site Plan Elevation Signage Plan (if applicable)	7 (1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County)
Tenant Change (no interior changes)	Site Plan Floor Plan Letter of Intent	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County) 1
New Sign	Site Plan Sign Details Elevation Foundation Plan (if applicable)	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
Sign Face Change	Site Plan Before/After Elevations	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
Temporary Sign	Site Plan Sign Elevation	2
Temporary Tents (Under 200 sq. ft. closed sides) (Under 700 Sq. ft. open sides)	Site Plan Tent Details Letter of Intent	3 (1 set for Zoning, 1 set to Fire Department, 1 set returned to applicant)
Temporary Tents	Site Plan	6 (1 set for Zoning, 1 set to Fire Department, 4 sets returned to applicant to submit to Hamilton
(200 sq. ft. and over closed sides)	Tent Details	County)
(700 sq. ft. and over open sides)	Letter of Intent	1
Parking Lot	Site Plan Parking Stall Details	7 (1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County)
Fence/Mech. Screening	ISR Worksheet Site Plan Fence/Screening Details	2
Retaining Wall/Dumpster Enclosure	Site Plan Wall Details	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)