

Application for a Zoning Certificate (Permit)

Delaware County Zoning Resolution for:
Marlboro, Radnor, and Thompson Townships
Delaware County Code Compliance Department
Office of Zoning Regulation
50 Channing Street
Delaware, Ohio 43015
740 833-2217, FAX 740 833-2199

Form ZI-1c 12/11/07 (to the County Zoning Inspector)

Applicant Please Answer: **Y / N**
Is the address posted?
**Is the plot plan attached and
complete?**
Certified address attached?
**Is property ready to
be inspected?**
Property Address:

For Office Use Only:
Application #: _____
Permit #: _____
Permit Issue Date: _____
Received by: _____

Township:

In addition to the information requested on this form, applicant shall submit plans, in single copy and drawn to scale, showing the actual dimensions and shape of the lot, exact sizes and proposed building(s) or alterations, front, side, and rear setbacks, driveways, easements and flood hazard data (if applicable). Lack of relevant detail shall be cause to refer the application back to the applicant.

Applicant Note:

- The building site shall be clearly staked by the applicant or owner at the time of the application. Unless alternate arrangements are made with the Zoning Inspector.**
- Stakes must readily identify all lot corners; lot line angled deflections, and the outermost perimeter of the proposed building.** The County suggests the use of wood lath type stakes identified with florescent flagging or paint, and extended at least 36 inches above grade. *Wire flag utility markers are not recommended for this purpose.*
- The property address (rural house number) must be clearly posted on the lot.** The County suggests the use of a solid piece of plywood, OSB, or similar durable exterior grade material at least 30 inches square, post mounted at least 2 feet above grade by the driveway or at the midpoint of the front lot line with the rural house number inscribed and made plainly visible from the road.
- Undeveloped property (new lot) shall include a copy of the Certified Address Certificate, with this application.**

Form ZI-1c continued:

The undersigned hereby applies for a zoning certificate (permit) under the Delaware County Zoning Resolution for the above stated use. The certificate (permit) is to be issued on the basis of and in reliance on the information contained within this application. The applicant hereby certifies all information and attachments to this application are true, complete, and correct. The Zoning certificate (permit) shall be effective for not more than eighteen (18) months from the date of issuance, unless part of an approved planned development permit.

OWNER'S SIGNATURE _____ **DATE** _____

APPLICANT'S SIGNATURE _____ **DATE** _____

Process:

- The Zoning Inspector will inspect the property when notified that it has been staked and posted with the address as required above.
- A zoning certificate (permit) will be issued after the inspection, and compliance is completed.
- The **Department will call the applicant** when the zoning certificate (permit) is issued and ready to be picked-up.
- The zoning certificate (permit) fee will be due at that time. Fees will vary depending on the nature of the proposed use.
- Issuance of the zoning permit does not relieve the owner from the need to obtain any or all other required development permits for building, subdivision, flood hazard, sanitation, culverts, driveways, addresses and the like.
- Inadequate and or inaccurate submittal of information, may delay or result in denial of the permit.
- Inadequate or insufficient attention to building and lot staking or address posting may delay or result in denial of the permit.
- This Application shall be valid for 30 days from the date of receipt by the Department of Code Compliance.

Zoning Inspector's notes and findings:
