Application for a Zoning Certificate (Permit)

Delaware County Zoning Resolution for:
Marlboro, Radnor, and Thompson Townships
Delaware County Building Safety
Office of Zoning Regulation
1610 State Route 521, PO Box 8006
Delaware, Ohio 43015
Phone: 740 833-2225, Email: residential@co.delaware.oh.us
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:

_____

Township:

_____

For Office Use Only:

Permit #: _____
Permit Date: _____
Received by: _____

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:

PLEASE PRINT

Applicant name_____ **Phone ( ) _____**

Applicant address _____
Street City Zip

Applicant email address_____

Owner's name _____ **Phone ( ) _____**

Owner's address _____
Street City Zip

Property address _____
Street City Zip

Proposed Use:

( ) New building construction
( ) Existing building addition, enlargement and/or building relocation.
( ) Garage
( ) Accessory building
( ) Alteration / repair
( ) Nonstructural use of the land
( ) Agricultural, describe
_____

( ) Commercial
( ) Industrial
( ) Sign
( ) Change of use of land or building
( ) Deck or pool
Other please explain
_____
_____

Location Information to help us find the property:

Property is located on the: **N** **W** **E** **S** side of the road (circle direction)

Property is located: **N** **W** **E** **S** Circle the direction property is from the **nearest** intersecting road.

Name of the nearest intersecting road _____

Size of building _____sq. ft. *(The square foot area of a building is determined within its largest outside dimensions, excluding open porches, breezeways, terraces, garages, exterior stairways, secondary stairways and basements.)*

Township:
Subdivision name, if applicable:
Lot size (acres):
Lot or plot number, if applicable:

Building height (feet or stories)
Property currently zoned as:
Present use of property:

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 email 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:

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