

HAMILTON COUNTY PLANNING AND DEVELOPMENT

ZONING CERTIFICATE APPLICATIONS

FOR:

HAMILTON COUNTY ZONING

(Governing Columbia, Harrison, Green (except Northeast Green) & Miami Townships)

WHERE TO APPLY

The Zoning Certificates Counter is located in room 801 of the Hamilton County Administration Building, 138 East Court Street, Cincinnati, Ohio, 45202. Phone Number (513) 946-4550, Fax Number (513) 946-4475.

WHEN TO APPLY

The Zoning Certificates Counter is open Monday through Friday 7:30 a.m. - 4 p.m. It may be necessary to visit more than one department, in which case it is recommended to arrive early, as other departments also close at 4 p.m. Please feel free to call us with any questions.

OVERVIEW OF APPLICATION REQUIREMENTS

ZONING CERTIFICATE APPLICATION FORM

Available at the counter, by U.S. mail, e-mail, fax or on our website at:

<http://building.hamilton-co.org/sites/default/files/zoning/ZoningApplicationForm.pdf>

FOUR (4) SETS OF SITE PLANS

ONE (1) SET OF CONSTRUCTION PLANS FOR REVIEW ONLY

ZONING CERTIFICATE FEE

Method of payment: Check, Cash or Credit Card (Master Card, American Express or Discover w/convenience fee.)

Make checks payable to: Hamilton County Treasurer

THE SITE PLAN

Your site plan should include some or all of the following information to show compliance with zoning regulations contained in the Hamilton County Zoning Resolution. To view the Hamilton County Zoning Resolution visit: <http://building.hamilton-co.org/sites/default/files/zoning/H CZonRes.pdf>

PROJECT INFORMATION: Project Name; Owner Name; Builder Name; Developer Name; Plans Prepared by Name; Plan Issue Date, Revision Block with Details & Dates.

NORTH ARROW: The site plan is typically prepared with North pointing to the top of the site plan.

PROFESSIONAL SEAL: A surveyor's seal *must* appear on the site plans submitted for ***New – Principal Residential Structures. All New Non-Residential Structures, Additions, Parking Lot Expansion etc.*** also require a Surveyor's seal. An architect or engineer's seal is also acceptable if the survey from which the information was taken is cited on the plan or if presented with a survey drawing of the property.

Other applications including Residential Additions, Accessory Structures, Fences, Signs, etc. must be presented with a site plan accurately depicting all pertinent information as stated below.

IDENTIFY: Property Lines, Street Names; Existing & Proposed Structures including attached decks, cantilevers, wing walls, accessory structures, fences, walls, pavement, driveways, walks, signs as well as easements, grades, and other pertinent information.

DIMENSIONS: Provide property line dimensions; site square foot area; setback dimensions from structures to all property lines; parking layout dimension-details; other. A plan drawn to scale is preferred.

LAND USE: Indicate existing land uses verses the proposed land uses.

PARKING: Include the parking analysis based on the tenant use and parking required by the Hamilton County Zoning Resolution – Show your calculations.

LANDSCAPING: Provide a detailed landscape analysis including required & provided landscape area, tree and shrub information, as well as a detailed Landscape Plan representing graphically landscape areas and plantings. Include minimum planting standards on the plan.

LIGHTING: Provide a detailed plan including the location, type and height of all proposed light fixtures in compliance with the zoning resolution lighting standards and noting maximum illumination at property lines when applicable.

ISR: Complete the Impervious Surface Ratio calculations worksheet when applicable.

GENERAL LIST OF ZONING CERTIFICATE APPLICATION TYPES - A Revision to a previously approved zoning certificate application will require complete re-submittal to the zoning department.

RESIDENTIAL:

| | |
|--|---|
| NEW SINGLE OR MULTI-FAMILY DWELLING (Survey drawing required) | Four (4) site plans |
| ADDITION, DECK (Attached or detached), ACCESSORY GARAGE or SHED, | Four (4) site plans |
| SWIMMING POOL (In ground or above ground) | Four (4) site plans |
| FENCE or WALL (Includes Retaining Walls) | Four (4) site plans |
| ANTENNA or SATELLITE DISH | Four (4) site plans |
| IN HOME OCCUPATION CERTIFICATE | One (1) site plan One (1) Home Occupation Form |

NON-RESIDENTIAL:

| | |
|---|---------------------|
| NEW BUILDING & ADDITION (Survey drawing required) | Four (4) site plans |
| NEW SWIMMING POOLS, STORAGE TANKS (Survey drawing required) | Four (4) site plans |
| SIGNS | Four (4) plan sets |
| <p>All sign applications for zoning certificates shall require five (5) SETS of plans. Each set will include a SITE PLAN and SIGN PLAN. The SITE PLAN shall detail the location/setback of a freestanding sign structure on the property and/or the proposed location of a wall sign. The SIGN PLAN shall detail the sign structure dimensions. For wall sign applications, the plan shall include building elevation / facade details including length of the wall to which the sign is attached.</p> | |
| AWNING or MARQUEE (Include sign/graphic details when applicable) | Four (4) site plans |
| Five (5) site plans | |
| TENT | Four (4) site plans |
| FENCE or WALL (Includes Retaining Walls) | Four (4) site plans |

NEW TENANT:

- Five (5) *key plans* for general retail tenant change in Regional Shopping Centers, i.e. parking calculations predetermined. Restaurant and office tenants require parking calculations.
- Five (5) *key plans* when tenant change from general office to general office in an individual office building when no change in parking requirements. General office to medical office requires parking calculation.

| | |
|--|---------------------|
| ALTERATIONS (requiring parking calculations) | Five (5) site plans |
| <p>Interior Alterations for an <i>existing tenant</i> with no change in parking requirements do <i>not</i> require a zoning application or fee (Zoning signs off on building application).</p> | |

| | |
|--|---------------------|
| PARKING LOTS - new or re-striping (Survey drawing required for new or expansion) | Five (5) site plans |
| NONCONFORMING USE CERTIFICATES | Four (4) site plans |
| REFUSAL | Four (4) site plans |

MAIL-IN APPLICATIONS

MAIL INS: The Hamilton County Department of Building Inspections has asked that applications mailed to the Zoning Department *not* be forwarded to the Building Department, nor shall applications mailed to the Building Department be forwarded to the Zoning Department EXCEPT the following:

LIMITED EXCEPTIONS FOR ZONING & BUILDING COMBINED APPLICATION SUBMITAL:

Residential Interior Alterations such as a ***Basement Finish***, when mailed to the Building Department, may be passed before a Zoning Plans Examiner for confirmation that no zoning is required. The Zoning Plans Examiner “signs off” on the Building Department application form. Call Zoning before mailing the application.

Non-Residential Interior Alterations for an ***Existing Tenant*** in a multi-tenant building or shopping center, where no changes in parking requirements occur, and when mailed to the Building Department, may be passed before a Zoning Plans Examiner for confirmation that no zoning is required. The Zoning Plans Examiner “signs off” on the Building Department application form. Call Zoning before mailing the application.

Non-Residential Interior Alterations for a ***New Tenant*** in a multi-tenant building or shopping center, where no changes in parking requirements occur, may be mailed to the Zoning Department for review by a Zoning Plans Examiner who, upon zoning approval, may forward the application materials to the Building Department. All correct applications materials must be included. Please note that both departments have entirely separate application forms, fees, plan requirements, etc. Call Zoning before mailing the application in order to confirm application procedures.

ZONING CERTIFICATE ISSUANCE PRIOR TO BUILDING PERMIT APPLICATION.

The building department will not accepted building permit applications without a zoning certificate and zoning APPROVED site plan.

NOTE: PLEASE CONTACT THE BUILDING DEPARTMENT FOR BUILDING PERMIT APPLICATION REQUIREMENTS AT (513) 946-4550, OPTION #1.