

Village of North Clayton ZONING CERTIFICATE APPLICATION

PROCEDURE

Application:

An application will be made to the City of Clayton Development Department and the Design Control Committee governed by the North Clayton Master Owners Association (MOA). All applications shall conform to the *North Clayton Development Standards* booklet and the *Architectural Styles Notebook* provided by the Village of North Clayton, Ohio. Copies are available on the City of Clayton website. You and your architect or designer will need to review this information in detail **before** designing.

Attachments:

The following information shall accompany the application:

1. PRELIMINARY DESIGN REVIEW SUBMITTAL (REQUIRED)

This allows the Design Control Committee to review the Preliminary Design prior to the development of Final Construction Drawings.

- a. Submit two dated hard and one electronic copies of the Preliminary Drawings.
- b. Architectural Plans submitted to be ¼"=1' scale. Site Plans to be 1"=20' min.
- c. Site Plan showing easements, setbacks, driveway, sidewalks, patios, proposed floor elevations, all door and window well locations and elevations including the garage door.
- d. Conceptual Building Floor Plans, exterior dimensions, square feet each floor, total square foot of building enclosed by roof.
- e. Conceptual Building Elevations (front of 4 sides) identify exterior building materials.
- f. Dimensioned foundation plan.

2. FINAL DESIGN REVIEW SUBMITTAL (REQUIRED)

- a. Submit two dated hard and one electronic copies of Final Construction Drawings.
- b. Architectural Plans submitted to be ¼"=1' scale. Site Plans to be 1"=20' min.
- c. Final Engineered Site Plan showing easements, setbacks, driveway, sidewalks, patios, approved floor elevations, all door and window well locations and elevations including the garage door, site grading plan, drainage.
- d. Final Building Floor Plans, exterior dimensions, square feet each floor, total square feet of building enclosed by roof.
- e. Final Building Elevations (4 sides) identify exterior building materials.
- f. Dimensioned foundation plan.

3. FINAL LANDSCAPE DESIGN REVIEW (REQUIRED)

- a. Submit two dated hard and one electronic copies of the Landscape Plan & Plant List.
- b. Landscape Plan to be 1"=10' minimum scale.
- c. The Landscape Plan is to conform to the North Clayton Development Standards booklet.
- d. Street trees will be provided by the Master Owners Association at Owner's expense.
- e. Show mailbox location, sidewalk, driveway, porch, patio, fence, garden structure, etc.

- f. List all plant materials, sizes, and locations.
- g. Shrubs to be three-gallon containers minimum.
- h. Flowering trees to be 2" caliper minimum.

Review:

The Clayton Development Department and the Design Control Committee will review the application and plans submitted and mark them "*compliant*", or "*compliant with comments*", or "*non-compliant with comments*." There will be a 10-business day review period for each submittal. It is important that all plans and information are submitted per the guidelines in this application.

NEXT STEPS...

Building Permits:

The City of Clayton utilizes Montgomery County Building Regulations for review of compliance with the Ohio Building Code and inspections. Please submit approved plans and Zoning Certificate to them in order to obtain Building Permit and schedule inspections.

Montgomery County Building Regulations
451 West Third Street Dayton, Ohio 45422
Phone: (937) 225-4622

Final Approval:

Once an Occupancy Certificate has been obtained from Montgomery County Building Regulations, please contact the Development Department to perform final inspection and if approved, obtain a ***Certificate of Completion***.



REVIEW FEES

Two separate application fees are collected at time of submittal.

		City of Clayton <small>Check, Cash, Credit Card Accepted</small>	Design Control Committee <small>Check only, payable to the North Clayton Master Owners Association</small>
RESIDENTIAL	Preliminary Design Review	-	\$250. ⁰⁰
	Final Design Review <small>(Including Landscaping)</small>	\$1. ⁰⁰ /\$1,000. ⁰⁰ construction cost; <i>min. \$50.⁰⁰</i>	\$500. ⁰⁰
	Addition/ Accessory Structures	<i>If separate application,</i> \$1. ⁰⁰ /\$1,000. ⁰⁰ construction cost; <i>min. \$50.⁰⁰</i>	\$275. ⁰⁰
COMMERCIAL	Preliminary Design Review	-	\$300. ⁰⁰
	Final Design Review <small>(Including Landscaping)</small>	\$1. ⁰⁰ /\$1,000. ⁰⁰ construction cost; <i>min. \$50.⁰⁰</i>	\$600. ⁰⁰
	Additions/ Renovations	\$1. ⁰⁰ /\$1,000. ⁰⁰ construction cost; <i>min. \$50.⁰⁰</i>	\$350. ⁰⁰

IMPACT FEES – Per CITY OF CLAYTON ORDINANCE NO. 09-16-22

LAND DEVELOPMENT ACTIVITY	UNIT OF MEASURE	FEE PER UNIT OF MEASURE
Single Family Dwelling Unit	One (1) Lot w/maximum size of one (1) acre. Each additional acre or part thereof constitutes an additional Lot.	\$1,333. ⁰⁰
Commercial and Office	One (1) Commercial Unit w/maximum size of up to 17,000 square feet. Each additional 17,000 square feet shall be deemed an additional Unit.	\$1,333. ⁰⁰
Multi Family Dwelling	One (1) Multi Family Dwelling Unit w/maximum size of up to 17,00 square feet. Each additional 17,000 square feed shall be deemed an additional Unit.	\$1,333. ⁰⁰

***PLEASE NOTE:** Utility tap fees are determined and paid directly to the provider.



APPLICATION WILL ONLY BE ACCEPTED IF EACH & EVERY QUESTION IS FULLY ANSWERED & ATTACHEMENTS INCLUDED

Zoning Certificate#:	Date Received:	Reviewed By:
FEES - See Page 3 of Application	North Clayton Master Owners Association	<input type="checkbox"/> Paid
ZC Fee \$	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
		<input type="checkbox"/> Check#

ZONING CERTIFICATE APPLICATION

Applicant: _____ Phone: _____

Applicant Mailing Address: _____

Applicant Email: _____

The applicant is the: Owner Contractor Other: _____

Property Address: _____

Parcel ID#: _____ Lot #: _____

Est. Construction Cost: \$ _____ New Construction Sq. Ft.: _____

EXTERIOR BUILDING MATERIALS: List as much information possible about the exterior materials used. List: Manufacturer, Product Name, Material, Color: (at minimum list the material description and color)

- 1. Brick: _____
- 2. Stone: _____
- 3. Siding: _____
- 4. Stucco or EIFS: _____
- 5. Exterior Trim: _____
- 6. Cornice, Fascia, Frieze Board: _____
- 7. Gutter & Downspouts: _____
- 8. Roof: _____
- 9. Porch Floors: _____
- 10. Porch Railings: _____
- 11. Entry Door: _____
- 12. Windows: _____

I hereby authorize and grant to the City of Clayton officials, employees, and North Clayton Master Owners Association and their representatives the right to come onto the above described property for the purpose of inspecting and evaluating the premises regarding this application. I further release said City officials, employees, MOA and their representatives from any and all liability during said inspections and related matters.

I swear that the above information and attachments, to my knowledge, are true and correct. I understand that if the information on this application is not correct or complete, the result may be the invalidation of the approval and all subsequent permits issued in conjunction with this approval.

I hereby acknowledge I am responsible to inquire and pay any applicable impact fees.

Applicant's Signature

Date