



Department of Development  
 Planning & Zoning Division  
 6996 Taywood Road  
 Englewood, OH 45322  
 (937) 836-3500

ZC #: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 ZC Fee: \_\_\_\_\_  
 Payment Type: \_\_\_\_\_  
 BZA Case #: \_\_\_\_\_  
 Approval Type: \_\_\_\_\_

## Zoning Certificate Application - Residential

<b>Section 1: Property Information</b>	
Property Address:	Parcel ID#(s) / Zoning District:
<b>Section 2: Property Owner of Record</b>	
Property Owner Name(s):	
Contact Phone Number:	Contact Email:
<b>Section 3: Applicant Information</b>	
Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:
<input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Rep <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer	
<b>Section 4: Project Type</b>	
Fees are listed below next to each category; all fees payable to "City of Clayton" <sup>1</sup> <sup>1</sup> NOTE: Any plan review, inspections or other fees that are accrued by the City Consulting Engineer's involvement in the project are the responsibility of the applicant/owner to pay. The City Engineer will directly bill the applicant.	
Check if Applicable:	
<input type="checkbox"/> New Building ( <b>Construction Cost (\$)</b> x <b>0.0010; \$150 minimum</b> )	<input type="checkbox"/> Building Addition ( <b>Construction Cost (\$)</b> x <b>0.0010; \$150 minimum</b> )
<input type="checkbox"/> Accessory Dwelling Unit (ADU) ( <b>Construction Cost (\$)</b> x <b>0.0010; \$150 minimum</b> )	<input type="checkbox"/> Minor Subdivision (i.e., lot splits, qualifying replats) ( <b>\$250</b> )
<input type="checkbox"/> Detached Accessory Structure ( <b>\$50</b> )	<input type="checkbox"/> Swimming Pool, Deck, Patio, etc. ( <b>\$50</b> )
<input type="checkbox"/> Small Farm Animal Enclosure ( <b>\$75</b> )	<input type="checkbox"/> Structural building appendages ( <b>\$50</b> )
<input type="checkbox"/> Pond ( <b>\$50</b> )	<input type="checkbox"/> Portable Storage Unit or Dumpster ( <b>\$50</b> )
<b>Section 5: Additional Project Information</b>	
Describe Project, including proposed finish materials for siding, trim, roofing, etc.:	
Total Area of Proposed Project:	Proposed Structure Height:
List Any Existing Detached Accessory Structures:	Cost of Construction:

\*I hereby acknowledge that by signing this application, I am the property owner, or their duly authorized representative and this application is submitted with the property owner(s)' full consent and knowledge of the project. I swear the above information, to the best of my knowledge and understanding, is true and correct. As the property owner or their duly authorized representative, I acknowledge responsibility for paying all fees and obtaining all other permits or approvals associated with this project. As the property owner or their duly authorized representative, I hereby authorize City officials the right to come onto the property for the purpose of evaluating the property in conjunction with this application and inspecting the project once completed.

\_\_\_\_\_  
 Applicant's Signature\*

\_\_\_\_\_  
 Date



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**Section 1141.06**  
**ZONING CERTIFICATES**

Until a Zoning Certificate has been obtained from the Zoning Administrator: (1) The construction, building, moving, remodeling or reconstruction of any building or structure shall not be commenced; (2) The improvement of land preliminary to any use of such land shall not be commenced; and (3) The use of land, buildings or structures for temporary and accessory uses shall not be commenced.

Zoning Certificates shall be issued, or refusal thereof provided to the applicant, within **twenty (20) business days** after the date of application.

A Zoning Certificate shall become null and void **twelve (12) months** after the date on which it is issued unless within such twelve (12) month period construction, building, moving, remodeling, or reconstruction of a building or structure is commenced, or a use is commenced. The Zoning Administrator may grant an extension to the Zoning Certificate for good cause shown.

<b>ZONING CERTIFICATE SUBMITTAL CHECKLIST</b>	
This application shall be accompanied by <b>three (3) copies</b> and .pdf of plans drawn to scale showing:	
Actual dimensions of the subject property according to the recorded plat <b><u>NOTES:</u></b>	<input type="checkbox"/>
The use, height, location and ground area of all existing and proposed buildings and structures <b><u>NOTES:</u></b>	<input type="checkbox"/>
The proposed building setbacks in relation to property lines <b><u>NOTES:</u></b>	<input type="checkbox"/>
The location of all vehicular entrances to and exits from the property <b><u>NOTES:</u></b>	<input type="checkbox"/>
Architectural plans, a sketch or picture, as requested by the Zoning Administrator, of the proposed building or structure <b><u>NOTES:</u></b>	<input type="checkbox"/>
Other information as may be required by Zoning Administrator to properly evaluate a project <b><u>NOTES:</u></b>	<input type="checkbox"/>