



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 - Commercial

Section 1: Property Information	
Property Address:	Parcel ID#(s) / Zoning District:
Section 2: Property Owner of Record	
Property Owner Name(s):	
Contact Phone Number:	Contact Email:
Section 3: Business/Tenant Information (If Applicable)	
Business Name:	Contact Name:
Contact Phone Number:	Contact Email:
Section 4: Applicant Information	
Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:
<input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer	
Section 5: Project Type	
Fees are listed below next to each category; all fees payable to "City of Clayton" ¹ ¹ 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"/> Construction Plan Review (Infrastructure / Engineering for New Developments, etc.) (Construction Cost (\$) x 0.0001, min. \$300)	<input type="checkbox"/> New Building (Construction Cost (\$) x 0.0010, min. \$150)
<input type="checkbox"/> Building Addition or Facade Renovation (Construction Cost (\$) x 0.0010, min. \$150)	<input type="checkbox"/> Commercial New Use / Residential Care Facility (\$75)
<input type="checkbox"/> Wireless Service Facility (Construction Cost (\$) x 0.0010, min. \$150)	<input type="checkbox"/> Surface Mining (Sand and Gravel) (Construction Cost (\$) x 0.0010, min. \$150)
<input type="checkbox"/> Parking Lots (New or Renovation) (Construction Cost (\$) x 0.0010, min. \$150)	<input type="checkbox"/> Site Landscaping (New or Renovation) (Construction Cost (\$) x 0.0010, min. \$150)
<input type="checkbox"/> Farmer's Market (\$75)	<input type="checkbox"/> Outdoor Storage & Display (\$75)
<input type="checkbox"/> Mobile Food Trucks (\$75)	<input type="checkbox"/> Portable Storage Unit or Dumpster (\$50)
<input type="checkbox"/> Minor Subdivision (i.e., lot splits, replats that meet qualifications outlined in Section 1161.05) (\$250)	<input type="checkbox"/> Detached Accessory Structure (\$50)



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Section 6: Additional Project Information	
Describe Project:	
Total Area of Proposed Project:	Proposed Structure Height:
Proposed Finish Materials (i.e., siding, roofing, trim, etc.):	Size and # of Existing Accessory Structures on Property:
List Any Existing Accessory Structures (i.e., shed, detached garage or barn, deck, patio, etc.):	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 for good cause shown.

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