



CITY OF CHILLICOTHE OHIO

Planning & Zoning Division
35 South Paint St.
Chillicothe, Ohio 45601

App./Cert.#: _____

Date Submitted: _____

Fee Amount: _____

**Section 1113, Attached
ZONING CERTIFICATE APPLICATION**

I. PROPERTY INFORMATION	
Property Address:	Parcel ID#(s):
II. PROPERTY OWNER OF RECORD	
Property Owner Name(s):	
Contact Email:	Contact Phone Number:
III. BUSINESS/TENANT INFORMATION (IF APPLICABLE)	
Business Name:	Contact Name:
Contact Phone Number:	Contact Email:
IV. APPLICANT INFORMATION	
Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:
<input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner/Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer	

RESIDENTIAL	NON-RESIDENTIAL	Project Information (If Applicable)
CHECK IF APPLICABLE: <input type="checkbox"/> New Building <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Building Modification <input type="checkbox"/> Patio <input type="checkbox"/> Home Occupation <input type="checkbox"/> Deck <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Fence <input type="checkbox"/> Other _____	CHECK IF APPLICABLE: <input type="checkbox"/> New Business/Use <input type="checkbox"/> Accessory Structure <input type="checkbox"/> New Building <input type="checkbox"/> Signage <input type="checkbox"/> Building/Site Modification <input type="checkbox"/> Min. Site Plan	Total Square Footage: _____ Est. Cost of Construction: _____ Est. Additional Employees: _____

Description of Use/Project: _____

Applicant Signature: _____ **Date:** _____

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

****OFFICE USE ONLY****

Additional Notes:	<u>Zoning Information</u>	<u>Additional Requirements</u>
	Zoning District: _____	<input type="checkbox"/> Design Review
	<input type="checkbox"/> Historic District:	<input type="checkbox"/> Variance
	<u>Add'l Approvals Req'd</u>	<input type="checkbox"/> Building Permit
<input type="checkbox"/> Planning Commission	P&Z Admin: _____ Date: _____	
<input type="checkbox"/> BOZA	Floodplain Admin: _____ Date: _____	
<input type="checkbox"/> Council		

1113.01 ZONING CERTIFICATES.

No building or other structure shall be erected, moved, added to, structurally altered, nor shall any building, structure, or land be established or changed in use without a zoning certificate therefor, issued by the Zoning Inspector. The zoning certificate shall certify that the proposed action is in conformance with this Ordinance.

1113.02 CONDITIONS UNDER WHICH A ZONING CERTIFICATE IS REQUIRED.

A zoning certificate is required for any of the following:

- a) Occupancy and/or use of vacant land.
- b) Construction or structural alteration of any building or structure, including accessory buildings.
- c) Change in use of an existing building or accessory building to a use not listed as a permitted use in the zoning district where the building is located.

In no case shall a zoning certificate be required in the event of a change in ownership or tenancy only, without a change in use or proposed use, provided no repairs, alterations or additions are proposed for the building or structure.

1113.03 APPLICATION FOR ZONING CERTIFICATE.

Applications for a zoning certificate shall be obtained from the offices of the Zoning Inspector. The application shall contain the following information:

- a) Name, address, and telephone number of the applicant.
- b) Legal description of property, as recorded in Ross County Recorder's office.
- c) Existing and proposed uses.
- d) Zoning district in which property is located.
- e) Plans and/or drawings drawn to approximate scale, showing the dimensions and shape of the lot to be built upon; and the dimensions and location of existing and/or proposed buildings or alterations.
- f) Height of proposed buildings or alterations.
- g) Number and dimensions of existing and proposed off-street parking or loading spaces, applicable.
- h) Such other material as may be requested by the Zoning Inspector to determine conformance with, and provide for the enforcement of this Ordinance.
- i) Number of proposed dwelling units.
- j) In every case where the lot is not provided with public water supply and/or disposal of sanitary wastes within jurisdiction of the Utilities Department of the City of Chillicothe, the application shall be accompanied by an approval by the Ross County Water Company and/or the Ross County Board of Health or other applicable authority of the proposed method of water supply and disposal of sanitary wastes.

Where complete and accurate information is not readily available from existing records, the Zoning Inspector may require the applicant to furnish a survey of the lot by a registered surveyor. In particular cases, the Zoning Inspector may reduce the submittal requirements for applications, when the scope and scale of the proposed action warrants.

1113.05 EXPIRATION OF ZONING CERTIFICATES.

If the work described in any zoning certificate has not begun within three (3) months from the date of issuance thereof, or has not been completed within two (2) years from the date of issuance thereof, said permit shall expire. Further work as described in the expired permit shall not proceed unless and until a new zoning certificate has been obtained or an extension has been granted by the Planning Commission.

1113.06 CERTIFICATE OF ZONING COMPLIANCE.

- a) Certificate of Zoning Compliance Required. No person shall use, occupy, or permit the use or occupancy of any building, premises, or part thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Zoning Compliance shall have been issued therefor by the Zoning Inspector stating that the proposed use of the building or land conforms to the requirements of this Ordinance. The Certificate of Zoning Compliance may be part of a zoning certificate.
- b) Application for Certificate of Zoning Compliance. Certificates of Zoning Compliance shall be applied for by the applicant giving notice to the Zoning Inspector that the exterior erection or structural alteration of such building shall have been completed in conformance with the provisions of this Ordinance.
- c) Record of Certificate of Zoning Compliance. The Zoning Inspector shall maintain a record of all Certificates of Zoning Compliance and a copy of any individual certificate shall be furnished upon request to any person(s) upon request subject to reasonable costs for duplication and/or copying.

1113.07 VOID ZONING CERTIFICATES.

A zoning certificate shall be void if any of the following conditions exist:

- a) The zoning certificate was issued by the Zoning Inspector contrary to the provisions of this Ordinance.
- b) The zoning certificate was issued based upon a false statement by the applicant.
- c) The zoning certificate has been assigned or transferred.

When a zoning certificate has been declared void for any of the above reasons by the Board of Zoning Appeals, written notice of its revocation shall be given by certified mail to the applicant and sent to the address as it appears on the application. Such notices shall also include a statement that all work upon or use of the building, structure, or land shall cease, unless and until a new zoning certificate has been issued.