



ZONING PERMIT APPLICATION

For more information:
513-792-8309

Community Development Department
10101 Montgomery Road
Montgomery, OH 45242
Phone: 513-891-2424 · Fax: 513-891-2498
www.montgomeryohio.org

A site plan and additional information listed on the back of this application must be submitted with this form. Any new construction or addition to an existing residential or commercial building must complete phase **two** and **three** of the review process which can be found on our website or at City Hall. All bonds shall be posted with the City prior to the issuance of a Zoning Permit, if applicable. Any requested information not provided makes this an incomplete application and **will not** be reviewed. If revisions are required, the permit process will be delayed.

Residential Commercial

Check if property is located in:
 Heritage District Landmark Building
 100 year flood plain Flood way

Site Address: _____

Commercial Tenant New Existing _____

Project Description: _____

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE & FAX NUMBER
APPLICANT				
PROPERTY OWNER				
CONTRACTOR				

Permit Type Requested (check all that apply):

<input type="checkbox"/> New Construction	<input type="checkbox"/> Deck
<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Patio
<input type="checkbox"/> Addition	<input type="checkbox"/> Pool
<input type="checkbox"/> Alteration	<input type="checkbox"/> Other _____

Total Square Feet of Project Area: _____ SQ. FT. Are there easements or other legal land restrictions? Yes No

All specifications, site plans and other materials and information submitted with this application are incorporated into and made part of this application. Applicant acknowledges that the Owner has given Applicant the authority to apply for the zoning permit and agrees to complete the work in accordance with the terms of the permit and applicable Federal, State and local laws and regulations. It is the responsibility of Applicant to verify and comply with property lines, easements, rights of way, plat covenants and restrictions of record affecting said property. An applicant may be held civilly and criminally liable for knowingly providing fraudulent or incomplete information in an attempt to secure a permit. **I certify that I have examined this application and all information in this application is true and correct.**

Applicant's Signature _____ Date: _____

Applicant's Email: _____

The Zoning Permit, once validated and issue by the Zoning Administrator, certifies the proposed use of land and the work proposed conforms to the City of Montgomery's Zoning Code. Once issued, the permit shall become null and void, if the work for which the permit was issued has not commenced within 12 months of the date issued.

FOR OFFICE USE ONLY	
Variance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of BZA Action: _____ BZA Descision: _____
Permit Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No By: _____	Date: _____
Conditions: _____	
Fee: \$ _____	Date Paid: _____ Received By: _____ Associated Building Permit #: _____
Plans Sent to: <input type="checkbox"/> Building Department <input type="checkbox"/> Engineering <input type="checkbox"/> Fire Department	

(Specific items may be determined to be inapplicable or unnecessary and may be waived in writing by the Zoning Administrator.)

1. Completed Zoning Application form.
2. One copy of a general vicinity map.
3. Four copies of detailed site plan, drawn to scale, and one reduced copy (8 ½ x 11) when Phase 2 and 3 review is required (new construction, additions over 400 square feet or as determined by the Zoning Administrator, new in-ground pools when dirt from excavation remains on-site and site work which meets the threshold established in Section 154.02 of the General Code of Ordinances.
4. Two copies of a detailed site plan for projects which do not require a Phase 2 and 3 review. Site plans should include the following information:
 - A. All lot lines with dimensions.
 - B. Designation of all right-of-ways.
 - C. Designation of any and all easements pertaining to the property or directly abutting the property.
 - D. North arrow and scale.
 - E. Location, setback, and dimensions of the main building, accessory structures, patios, decks, driveways, and other accessory uses.
 - F. Erosion control measures to be maintained during construction, if applicable.
 - G. Percentage of all impervious surface coverage in the front yard on residential lots, if applicable.
 - H. Any additional temporary access drives; location of any and all stockpiles of dirt to be retained and excavated; and location of any dumpsters to be used during construction, if applicable.
 - I. Any other pertinent data as may be required by the Zoning Administrator to determine and provide for the enforcement of this Zoning Code.
5. Electronic version of the site plan for all new commercial projects and new single and multi-family residential dwelling units.
6. Application fee.
7. A pre-construction meeting, when requested by the Zoning Administrator, to discuss and/or clarify plans submitted for review.

If applicable, upon approval of the zoning permit, the City will notify the applicant of the amount of any erosion or sediment control bond required, a right of way maintenance and repair bond for the value of public improvements in the right of way that may be damaged during construction and a cash bond for street and sidewalk cleaning. All bonds shall be paid prior to the issuance of permit.