



ZONING CERTIFICATE PROCEDURE

APPLICATION: We strive to be as timely as possible, please note, by ordinance, the Zoning Administrator has up to **30-days to review** a *complete* application. *Please plan accordingly.*

APPLICATION WILL BE DENIED UNLESS EACH AND EVERY QUESTION IS FULLY ANSWERED, SIGNED AND ATTACHMENTS INCLUDED.

ATTACHMENTS: The following information shall accompany the application:

1. **Site Plan:** *The application shall be accompanied by one (1) copy of a site plan.*
 - a. Show the location of improvement on the property, including the size of improvement and the improvements proximity to other structures and property lines.
2. **Only for a New Business or New Use** (Include the following information)
 - a. Owner & Lessee name, photo copy of license, phone number, & mailing address.
 - b. Two (2) emergency contact names & phone numbers.
 - c. Business Name & Federal & State Tax ID#/EIN#.
 - d. Statement of nature of business including hours of operations, number of employees, available parking spaces, etc.
 - e. Forms for the above information can be located at <http://clayton.oh.us/373/Permits>

FEE SCHEDULE:

Proposed Improvement 200 sq.ft. and above in size		\$1. ⁰⁰ /\$1,000. ⁰⁰ estimated cost; Minimum \$50. ⁰⁰
Proposed Improvement less than 200 sq.ft. in size		\$40. ⁰⁰
Swimming Pool		\$100. ⁰⁰
SIGNS	Permanent	\$50. ⁰⁰
	Portable (Temporary)	\$50. ⁰⁰ +\$50. ⁰⁰ refundable bond

NEXT STEPS...

Once the building, structure, or addition is constructed, built, moved, remodeled or reconstructed, please contact the Development Department to perform a final inspection and if approved, obtain a *Certificate of Completion*. This inspection is also required for the new use of building/structures.



Zoning Certificate#: _____ Date Received: _____ Reviewed By: _____
ZC Fee \$ _____ Cash Credit Card Check# _____
If applicable, BZA Case#: _____ Approval Type: _____

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ZONING CERTIFICATE APPLICATION

Applicant: _____ Phone: _____

Applicant Address: _____

The applicant is the: Owner Contractor Other: _____

Property Address: _____

Parcel ID#: _____ Zoning District: _____

Proposed Improvement/Use: Accessory Building Addition, Attached
 Commercial Bldg., New Commercial New Use Deck/Patio
 Driveway/Sidewalk Residence, New Swimming Pool
 Sign, Portable(see pg.3) Sign, Perm.(see pg.3) Other: _____
Improvement Specifications: Size: _____ Height (grade to peak): _____
Est. Cost: \$ _____ Improvement Material(s)/Color: _____
Describe how improvement will be used: _____

EXISTING Structures on Property (Not including proposed):

Accessory Building/Shed (Approx. Size): _____ Other: _____

Deck/Patio (Approx. Size): _____ None

I hereby authorize and grant to the City of Clayton officials and employees 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 and employees from any and all liability during said inspection and related matters.

I swear that the above information and attached exhibits, 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 obtain approval from homeowners association/group and am responsible to inquire and pay any applicable impact fees.

Applicant's Signature

Date



SIGN APPLICATION

Party Responsible for Sign: _____ Phone: _____

Address: _____

Property Owner Name: _____ Phone: _____

Contractor Name: _____ Phone: _____

Sign Information:

Type of Sign:

Free Standing Ground Mounted Wall Mounted

Portable Sign: *Placement Date:* _____ *Removal Date:* _____

Other: _____

Sign Classification:

Advertising Sign Directional Sign Identification Sign

Other: _____

Sign Faces: Single Double Other: _____

Sign Illumination: Internal External None

Sign Size:

Square Footage(*per side*): _____ Height(*from grade*): _____

Sign Setback from roadway: _____

PORTABLE SIGN BOND - A fifty-dollar (\$50.00) cash bond is required to be held by the City of Clayton upon the issuance of a portable sign permit. Portable signs removed within forty-eight (48) hours of the expiration date of the portable sign permit issued for that particular sign shall have the bond returned. All bond return checks will be mailed to the applicant identified above. Any portable sign not removed within forty-eight (48) hours of the expiration of the portable sign permit shall have the bond forfeited to the City.

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I swear that the above information and attached exhibits, 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.

Applicant's Signature

Date

***A site sketch is required for portable signs.**