

BOARD OF TRUSTEES

Allen M. Freeman
Nicholas J. Kelly
Peter J. Kambelos, MD

Fiscal Officer

Debbie S. Schwey

Administrator

Loretta E. Rokey



950 Locust Corner Road
Cincinnati, Ohio 45245

(513) 752.6262
Fax # (513) 752.8981
www.piercetownship.org

July 1, 2021

Instructions for Submitting a Change of Use Zoning Permit Application

Step 1: Complete the Zoning Permit Application. Be sure to have the property owner sign the application

Step 2: Submit a site sketch showing the parking spaces dedicated to your use. This may be hand drawn on a Clermont County GIS aerial however, if additional parking spaces and/or striping are required per the regulation, a professionally prepared scaled drawing may need to be submitted to detail compliance.

Step 2 a: If your proposal is part of a multi-tenant development, each use, unit dimension and parking dedicated to each use is required.

Step 3: Submit a floorplan detailing the building/unit dimensions, internal layout dimensions, uses, units, seating etc.

Step 4: Submit a second zoning permit application for the signage proposed on site.

Step 5: The signage must be detailed on a scaled professionally prepared illustration detailing the sign dimensions.

Fees: Change of Use (\$100.00 +\$50.00 if parking is under review); Signage (Wall Sign: \$75.00 minimum/\$.50/sq. ft) (Freestanding Sign: \$125.00 minimum/\$.75/sq. ft) – Fees are subject to change and are current as of July 2021.

Regards,

Eddie F. McCarthy, Planning & Zoning Administrator
Pierce Township Zoning Department
950 Locust Corner, Pierce Township, Ohio 45245

Attachment(s): Zoning Permit Application

BOARD OF TRUSTEES

Allen M. Freeman
Nicholas J. Kelly
Peter J. Kambelos, MD

Fiscal Officer
Debbie S. Schwey

Administrator
Loretta E. Rokey



950 Locust Corner Road
Cincinnati, Ohio 45245

(513) 752.6262
Fax # (513) 752.8418
www.piercetownship.org

ZONING PERMIT

Application No. _____

Applicant Name: _____

Date: _____

Address: _____

Phone: _____

City, State & Zip Code: _____ Email: _____

Parcel Address: _____ Parcel No. _____

City, State & Zip Code: _____

Parcel Owner Name (if different than applicant): _____

Parcel Owner Address (if different than applicant): _____

Current Zoning District: _____ Current Use (if any): _____

Type of Work (check applicable box): New Construction: ___ Remodel/Expansion: ___ Fence: ___ Minor Lot Split ___

Signage: ___ Change of Use: ___ Accessory Structure (detached garage, shed, etc): ___ Other: _____

Architect/Engineer: _____

General Description of Work: _____

1. Size of Building/Sign/Etc.: Total Sq. Ft.: _____ Length: _____ ft. Width: _____ ft. Height: _____ ft.

2. Approx. Cost of Work: \$ _____ 3. Lot Size: _____ sq. ft./acres

4. Setbacks from Property Lines: Front: _____ ft. Rear: _____ ft. Side: _____ ft. Side: _____ ft.

5. For Sign Applicants: **A. Sign Type:** _____
(e.g. ground mounted, pole mounted, wall mounted, etc.)

B. Size of Text/Graphics (within sign area): Total Sq. Ft.: _____ Length: _____ ft. Width: _____ ft.

C. Type of illumination (if any): _____

6. For Change of Use Applicants: **A. Proposed new use:** _____

B. No. of Employees: _____ **C. No. of Office/Apartment Units:** _____ **(Please complete back page)**

7. Acknowledgement: It is the responsibility of the applicant to review the property deed for covenants, easements, and/or other restrictions that may inhibit the issuance of a zoning certificate or violate a subdivision regulation. Pierce Township does not administer or enforce private agreements. Consequently, violators of deed covenants or other restrictions are liable for potential legal actions from private owners, home owners associations and/or other vested parties.
8. Applications for Zoning Permits must include applicable documentation which may include one or more of the following:
 - a. A plat of the lot to be developed with dimensions, lot and parcel number, with evidence that the lot has been surveyed.
 - b. A site plan drawn to scale showing the location and dimensions of proposed and existing buildings, driveways, parking areas, landscaping, signage, topography and/or other public or private features necessary to demonstrate compliance with the Zoning Resolution.
 - c. Photographs, drawings, renderings, product specifications, material data sheets, informational brochures and/or similar information that helps to demonstrate compliance with the Zoning Resolution.
9. Please contact Zoning Department staff with any questions or concerns using the contact information listed on the front page of this application. The Pierce Township Zoning Resolution, Zoning Map and Permit Fee schedule can be found online at: www.piercetownship.org (Go the Zoning Department page for links to the Resolution, Map and Fee Schedule).
10. As owner(s) of the property located at _____, we hereby grant permission to Members of the Board of Zoning Appeals and Staff of Pierce Township to enter the property for visual inspection of the exterior premises. The purpose of said inspection is to review the existing conditions of the subject site as they are related to the application filed.

I affirm that all information provided therein is true and correct, and that I am authorized to make this application.

Applicant
Signature: _____

Date: _____

(FOR TOWNSHIP USE ONLY)

Fee Amount Paid: \$ _____ Date: _____

After application review, a Zoning Permit is hereby: APPROVED DENIED OTHER

Comments/Conditions of Approval:

Reviewed by: _____ Date: _____