

**BOARD OF TRUSTEES**  
Allen M. Freeman  
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**Fiscal Officer**  
Debbie S. Schwey

**Administrator**  
Loretta E. Rokey



950 Locust Corner Road  
Cincinnati, Ohio 45245

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[www.piercetownship.org](http://www.piercetownship.org)

August 25<sup>th</sup>, 2021

## **Instructions for Submitting a Single-Family Dwelling Application**

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

**Step 2:** Submit a site survey (Prepared by a Surveyor or Engineer) showing the dwelling's proposed location on the property.

**Step 3:** Submit an architectural drawing and floor plan, including the height and dimensions of the dwelling.

**Fees:** Single-Family Dwelling \$350.00 via cash, check, or money order addressed to Pierce Township – Fees are subject to change and are current as of August 2021.

**Regulations:** Be sure to confirm the proper Zoning District and determine if the Pierce Township Regulations or Amelia Neighborhood Regulations apply to your project.

Regards,

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

Attachment(s): Zoning Permit Application, Regulations

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**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](http://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: \_\_\_\_\_

**TABLE 6.05-1: RESIDENTIAL SITE DEVELOPMENT STANDARDS**

Standards		Zoning Districts				
		SFR	TFR	MFR	P	
<b>Minimum Lot Area and Maximum Density (Square Feet)</b>						
Minimum Lot Area (Square Feet)	Single-Family	20,000	20,000	20,000	8,000	
	Two-Family	N/A	30,000	30,000	N/A	
	Multi-Family	N/A	N/A	36,000 for the first 6 units + 3,000 for each additional unit	N/A	
	Other Uses	If not established in the use-specific regulations, the minimum requirements shall be as established for single-family uses.				
Maximum Density		N/A	N/A	8 units per acre	N/A	N
<b>Minimum Lot Width and Street Frontage (Feet)</b>						
Minimum Lot Width at Building Line (Feet)	Single-Family	100	85	85	38	6
	Two-Family	N/A	100	100	38	N/A
	Multi-Family	N/A	N/A	110	38	N/A
	Other Uses	As established for single-family uses.				
Minimum Street Frontage		25	25	25	25	25
<b>Yards and Setbacks (Feet)</b>						
Front Yard Setback		50 [1]	50 [1]	50 [1]	25 from Township roads and 35 from County or State roads	20 from edge of pavement [2]
Side Yard Setback (On Each Side) [3]		15	15	15	5	15 total with minimum
Rear Yard Setback		40	40	40	30	30
<b>Maximum Building Height</b>						
Principal Building		35	35	45	35	35 from Base Flood Elevation
<b>Minimum Floor Area (Square Feet)</b>						
Minimum Floor Area (Square Feet)		1,600 [4]	1,600 per unit [4]	800 per unit	1,600 per unit [4]	1,600 [4]

### **18.03: Official Schedule of District Regulations Adopted**

District regulations shall be as set forth in Article 18 hereby adopted and declared to be part of this chapter and in the chapter, "Historical Amelia Supplementary District Regulations."

### **18.04: R-1 Amelia Residence 1 District (R-1)**

**A. Size of Lots.** The area of any lot or parcel of land shall not be less than:

- 1) Single Family: 21,780 square feet
- 2) Two Family: 15,000 square feet/unit

**B. Yards.** There are three classifications of yards - front, rear and side:

- 1) *Front.* There shall be a front yard of 25 feet minimum depth.
- 2) *Rear.* There shall be a rear yard of 40 feet minimum depth for principal structures
- 3) *Side.* There shall be side yards a minimum of 20 feet in width for principal structures

**C. Max Building Height:** 35'

**D. Minimum Lot Frontage:** 25'

**E. Lot width at the building line:** Minimum of 100'

### **18.05: R-2 Amelia Residence 2 District (R-2)**

**A. Size of lots.** The area of any lot or parcel of land shall not be less than:

- 1) Single Family: 21,780 square feet
- 2) Two Family: 10,000 square feet/unit

**B. Yards.** There are three classifications of yards - front, rear and side.

- 1) *Front.* There shall be a front yard of 25 feet minimum depth.
- 2) *Rear.* There shall be a rear yard of 40 feet minimum depth for principal structures
- 3) *Side.* There shall be side yards a minimum of 20 feet in width for principal structures

**C. Height.** Single Family and Two-Family Structures shall not exceed 45'

**D. Minimum Lot Frontage:** 25'

**E. Lot width at the building line:** 100'

### **20.19: Minimum Size Dwellings**

All single-family dwellings shall have a minimum floor space designed and used for living quarters based upon number of bedrooms in dwelling, which minimum shall be exclusive of basement, porch, garage, breezeway, terrace, attic, or partial stories. For single-family dwellings, the minimum floor space shall be established as follows; one bedroom dwelling: 1,500 square feet minimum floor space; two- bedroom dwelling: 1,500 square feet minimum floor space; three bedroom dwelling: 2,000 square feet minimum floor space; Two family units shall have not less than 1,000 square feet per dwelling unit; Multi-family units shall have not less than the following living space: Efficiency; 800 square feet minimum floor space; one bedroom: 800 square feet minimum floor space; two bedrooms: 900 square feet minimum floor space; three bedrooms: 1,100 square feet minimum floor space.