

**BOARD OF TRUSTEES**

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950 Locust Corner Road  
Cincinnati, Ohio 45245

(513) 752.6262

Fax # (513) 752.8418

[www.piercetownship.org](http://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](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 with the Board of Zoning Appeals.

I hereby state that the above information, together with all submitted materials, is a true statement and covenant and agree to comply with the laws of the State of Ohio and with the Pierce Township Zoning Resolution relating thereto.

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: \_\_\_\_\_