



**JEROME TOWNSHIP**

UNION COUNTY, OHIO  
9777 Industrial Parkway  
Plain City, Ohio 43064  
Office (614) 873-4480

App./Cert. #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Check #: \_\_\_\_\_

**ZONING CERTIFICATE APPLICATION**

**I. PARCEL INFORMATION**

|                 |                |
|-----------------|----------------|
| Parcel Address: | Parcel No.(s): |
|-----------------|----------------|

**II. OWNER OF RECORD**

|                       |                |
|-----------------------|----------------|
| Owner Name(s):        | Owner Address: |
| Contact Phone Number: | Contact Email: |

**III. BUSINESS/TENANT INFORMATION (IF APPLICABLE)**

|                       |                |
|-----------------------|----------------|
| Business/Tenant Name: | Contact Name:  |
| Contact Phone Number: | Contact Email: |

**IV. APPLICANT INFORMATION**

|                         |                    |
|-------------------------|--------------------|
| Applicant Name:         | Applicant Address: |
| Applicant Phone Number: | Applicant Email:   |

| RESIDENTIAL   | NON-RESIDENTIAL  | Project Information<br>(If Applicable)  |
|---|--|---|
| CHECK IF APPLICABLE:<br><input type="checkbox"/> New Principal Building <input type="checkbox"/> Swimming Pool<br><input type="checkbox"/> Building Add/Mod. <input type="checkbox"/> Patio <input type="checkbox"/> Fence<br><input type="checkbox"/> Home Occupation <input type="checkbox"/> Deck<br><input type="checkbox"/> Accessory Structure <input type="checkbox"/> Driveway Modification<br>Shed <input type="checkbox"/> Other: _____ | CHECK IF APPLICABLE:<br><input type="checkbox"/> New Use/Tenant<br><input type="checkbox"/> Accessory Structure<br><input type="checkbox"/> New Principal Building<br><input type="checkbox"/> Building/Site Modification<br><input type="checkbox"/> Other: _____ | Total Square Footage: _____<br>Est. Cost of Construction: _____<br>Est. Additional Employees: _____ |

Description of Use/Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*By signing, I certify that I am the owner of the real property or the owner's agent, and that the application is authorized with the full knowledge of the owner.

**\*\*FOR OFFICIAL USE ONLY\*\***

Additional Notes:

Zoning Information  
Zoning District: \_\_\_\_\_

Additional Requirements

Variance

Conditional Use Permit

UCEO     Health Dept.

Building Permit

Other: \_\_\_\_\_

|                    |             |
|--------------------|-------------|
| Zoning Inp.: _____ | Date: _____ |
|--------------------|-------------|

**220.001 Zoning Certificate Required**

No occupied or vacant land shall hereafter be changed in its use, in whole or part, until a zoning certificate has been issued by the Zoning Inspector. No person shall locate, erect, construct, reconstruct, enlarge, or structurally alter any building, structure, or sign or change the use of buildings in whole or part without first obtaining a zoning certificate from the Zoning Inspector. No such zoning certificate shall be issued for the proposed building, structure, or land use unless the proposed building, structure or land use fully complies with the articles of this Resolution.

**REQUIRED PLANS AND INFORMATION**

All applications shall include a completed application form, two (2) copies of a plot/site plan or other plan sets, and a copy of any other information listed below. All plans and other documents shall be single-sided and shall be folded to be no larger than 8.5” x 11”. All plans shall be legible and drawn to scale, and shall include at least the following information:

**Residential Projects:** For residential projects, including new dwellings, additions, accessory structures, decks/patios, pools, and fences, please show at least the following:

- Existing site conditions including lot lines, right-of-way lines, existing and proposed streets, setbacks, and all easements.
- Exact location of the proposed improvements with general dimensions and their relationship to the required setback lines.
- For fences, or for swimming pools with required fencing, the location, design and materials of the proposed fencing.
- Elevations, drawn to scale, of any proposed buildings or structures, and indicating at least the following:
  - Dimensions including height, width, length, and area of buildings or structures.
  - Materials labeled.

**Non-Residential Projects:** For non-residential projects, including new buildings, additions, or other site modifications, please show at least the following:

- Existing site conditions including lot lines, right-of-way lines, existing and proposed streets, setbacks, and all easements.
- Exact location of the proposed improvements with general dimensions and their relationship to the required setback lines including parking and circulation areas, loading and service areas, outdoor storage areas, dumpsters and utility equipment, and security fencing.
- Total number and arrangement of parking spaces as required by Chapter 610.
- A landscape plan showing all required landscaping both existing and proposed, buffering, screening, parking lot landscaping, and proposed location of any signage. Landscaping should be indicated on plan by type of plant, size at installation, proposed quantities, and proposed spacing.
- An exterior lighting plan demonstrating compliance with the provisions of Chapter 630.
- Elevations, drawn to scale, of any proposed buildings or structures, and indicating at least the following:
  - Dimensions including height, width, length, and area of buildings or structures.
  - Materials labeled.

**Change of Use:** For a change of use of land, including a new tenant within an existing building or portion thereof, please provide at least the following information:

- A site plan, plot plan, or scaleable map image from the County Auditor’s GIS/Tax Map, showing the existing site and indicating the building, tenant space or portion of a site to be occupied by the new use/tenant. A scaleable map image will only be accepted in the event that no site plan or similar plan is available.

**Additional Information:**

- For lots served or proposed to be served by on-site sewers or water, a copy of an approved installation permit or similar written approval from the County Health Department.
- For any lot not designated solely for residential use and proposed to be served by central sewers or water, evidence that the lot has or will have access to central sewers or water.
- For ponds, relevant documentation of consultation from the County Soil & Water Conservation District.
- A copy of any decision(s) from the Board of Zoning Appeals approving any variance(s) or issuing (a) conditional use permit(s), as required.
- If required within a Planned Development District, a copy of a letter from a private design review board, HOA, or similar approval, if required within a Planned Development District.
- A payment, in the amount shown on the Schedule of Zoning Fees. Please see that Schedule for acceptable payment types and other details.

**\*\*Please Note:** Additional plans and other information may be requested by the Zoning Inspector when required by the Zoning Resolution or when otherwise necessary to show compliance with the provisions contained therein.