



Jerome Township
Union County, Ohio 9777
Industrial Parkway
Plain City, Ohio 43064
Office (614) 873-4480

Adopted: 2/17/2026

Policy: Schedule of Zoning Fees - Procedure for Collection of Fees

Purpose: The purpose of this policy is to outline the procedure for the collection and administration of the fees provided in the adopted Schedule of Zoning Fees. It is the intention of the Board of Township Trustees that this policy will clarify the responsibilities of the Township Administrator, Zoning Inspector/Planning Coordinator, Zoning Commission, Board of Zoning Appeals, and other Township employees related to the collection and processing of the fee payments required to be submitted with zoning applications.

Scope: This policy applies to all Township personnel engaged in the processing of zoning applications, including the required fee payments associated with each application. This policy is not intended to modify any provision of the Jerome Township Zoning Resolution, the statutory powers and duties of the Fiscal Officer, or the statutory powers and duties of the Board of Township Trustees.

Framework: The Township has enacted a zoning resolution in accordance with Chapter 519 of the Ohio Revised Code. Chapter 250 of the Zoning Resolution requires the Board of Township Trustees to establish a fee schedule, to be known as the Schedule of Zoning Fees and such appropriate collection procedure.

Responsibility: The Fiscal Officer, Township Administrator, and Zoning Inspector/Planning Coordinator shall be charged with enforcing this policy. The Township Administrator or Zoning Inspector/Planning Coordinator may, from time to time, bring revisions to this policy forward to the Board of Township Trustees for review and approval. The Zoning Inspector/Planning Coordinator shall maintain a current copy of this policy, which shall be filed among the records of the Zoning Department.

Posting of Schedule: The Schedule of Zoning Fees and this policy shall be posted at the Township Hall, or other work area that may be designed for the Zoning Department or Zoning Inspector/Planning Coordinator. The Schedule may be posted in such other locations as may be deemed appropriate by the Township Administrator, including the Township's website.

Calculation of Fees: If a unit of calculation is provided within the Schedule of Zoning Fees, the fee shall be calculated based on that unit. All references to fees calculated based on square feet shall refer to floor area in square feet as defined in the Zoning Resolution, except for buildings accessory to residential dwellings, which shall be calculated based on the size of the area under the roof of the building. All references to areas of tracts of land in acres shall be calculated based on the gross area of the tract of land subject to the application. Whenever an application for a zoning certificate includes multiple improvements for which fees are provided, the fee for the principal improvement shall be collected.

Collection Procedure: All fees required by the Schedule of Zoning Fees shall be due at the time a zoning application is filed with the Zoning Department. The Zoning Department shall not accept an application not accompanied by payment for the required fee. Such payments shall be receipted and deposited in accordance with the standard procedure established by the Fiscal Officer.

Revision of Approved Zoning Certificate or Sign Permit: Whenever a zoning certificate or sign permit has been issued and has not expired, and the work indicated on the approved plans has not been completed, an applicant may submit a revised plan or application materials. Such application shall be processed in accordance with the provisions for review contained in the Zoning Resolution, but the Zoning Inspector/Planning Coordinator shall collect the fee established for "Revision to approved Zoning Certificate or Sign Permit". An application shall not be considered a revision when the original zoning certificate or sign permit is expired per the regulations contained in the Zoning Resolution, or the scope of work indicated on the original plans has been completed.

Requests for Continuance or Tabling: Whenever an applicant requests that an application pending before the Zoning Commission or Board of Zoning Appeals be continued or tabled, and such request is granted by either respective body, the fee indicated shall be collected prior to the placement of said applicable upon a subsequent agenda of that body.

Fee Waivers, Refunds, & Other Adjustments: The purpose of the fees collected during the zoning application process shall be to cover the costs incurred by the Township in reviewing and administering that application. All fees required by the Schedule of Zoning Fees are non-refundable. A fee for any zoning application will not be automatically refunded in the event that the application is disapproved or denied. This includes applications for actions requiring a public hearing and appeals of a decision of the Zoning Inspector/Planning Coordinator to the Board of Zoning Appeals.

When a substantive error is made by the Zoning Inspector/Planning Coordinator or upon a showing of such other good cause, a fee waiver, refund, or other adjustment may be authorized by the Township Administrator. In such cases, the applicant shall submit a written request for a waiver, refund, or other adjustment to the Zoning Inspector/Planning Coordinator, who shall transmit the request to the Administrator, along with a memo describing the circumstances of the request. The Administrator may, upon finding that a substantive error was made on the part of the Zoning Inspector/Planning Coordinator or upon a showing of such other good cause, authorize a waiver, refund, or other adjustment of a required fee. A decision of the Township Administrator to withhold such authorization may be appealed to the Board of Township Trustees, who may review and render a decision upon the request within a reasonable amount of time in accordance with the criteria contained herein. The decision of the Board upon any request shall be final.

Adopted this 17th day of February, 2026.


Chairperson, Board of Township Trustees


Fiscal Officer