



## Zoning Certificate Application

To apply online please visit our website at: [www.miamitownship.com](http://www.miamitownship.com)

Please complete the following form and submit all requested material with your application. Materials submitted will be retained for the public record on this property. Applicants are encouraged to retain a copy for their own records. Once a *complete* application is submitted, approvals may take up to two weeks. Incomplete or inaccurate applications may cause delays in processing.

In addition to this completed application, please provide full resolution digital copies of any required plans OR (2) copies of paper plans (11x17 preferred) that illustrate the requirements listed at the bottom of this page.

Property Information		
PROPERTY ADDRESS:	PARCEL NUMBER (REQUIRED IF NO ADDRESS)	
Applicant and Owner Information		
APPLICANT NAME	APPLICANT ADDRESS	APPLICANT PHONE
OWNER NAME	OWNER ADDRESS	OWNER PHONE
Preferred Method of Contact		
PREFERRED CONTACT FOR QUESTIONS OR PICKUP: <input type="checkbox"/> APPLICANT <input type="checkbox"/> EMAIL <input type="checkbox"/> OWNER <input type="checkbox"/> PHONE		APPLICANT EMAIL:  OWNER EMAIL:
Proposed Project Information		
DESCRIBE PROPOSED CONSTRUCTION TYPE OR USE		PROJECT ESTIMATED COST
PROPERTY LINE SETBACKS ( <i>distances from front/side/rear property line to the proposed structure</i> ) FRONT _____ SIDE _____ SIDE _____ REAR _____		PROJECT HEIGHT
PROPOSED PROJECT TOTAL (SQ FT) FOOTPRINT _____ ALL LEVELS _____		# OF PARKING SPACES (IF APPLICABLE)
Existing Structures on property ( <i>if applicable</i> )		
TOTAL HEIGHT OF PRIMARY STRUCTURE	PRIMARY STRUCTURE TOTAL SQ FT FOOTPRINT _____ ALL LEVELS _____	EXISTING ACCESSORY STRUCTURES SQ FT ALL LEVELS _____
Applicant's Signature		
APPLICANT'S SIGNATURE	APPLICANT'S PRINTED NAME	DATE

**Please attach project drawings that illustrate the following: (see information provided on page 2)**

1. The property line boundaries and dimensions of the entire lot and the location of any driveways, adjacent roadways, and location of the primary structure. (See next page for examples.)
2. Please clearly show the location of the property lines and the distance from all property lines to the proposed project.
3. The location and dimensions of the proposed project and any already existing accessory structures on the property.
4. Elevation drawings should illustrate the height of the proposed project and all other façade measurements.

### COMMUNITY DEVELOPMENT

**DIRECTOR ALEX CARLSON 2700 LYONS ROAD MIAMI TOWNSHIP, OHIO 45342**

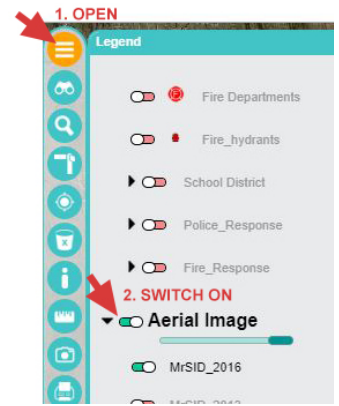
planning@miamitownship.com phone (937) 433-3426 fax (937) 433-8709 www.miamitownship.com

## Sample Site Plans:

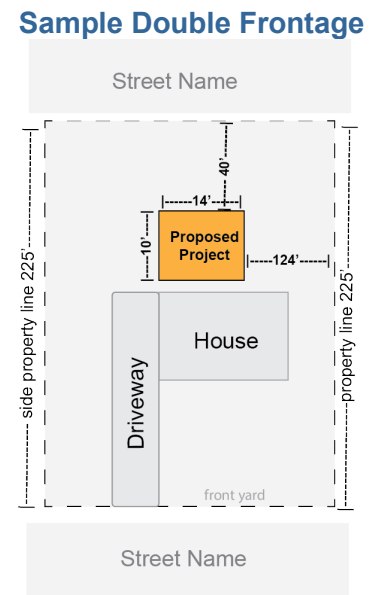
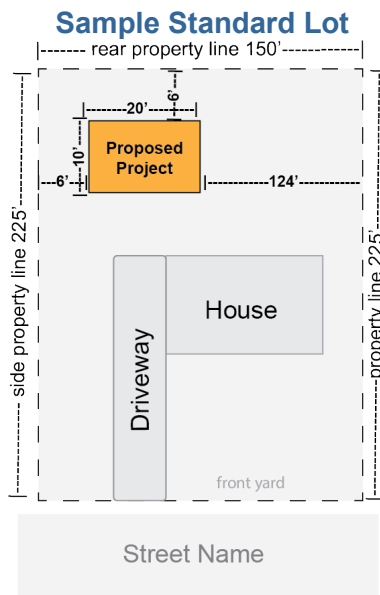
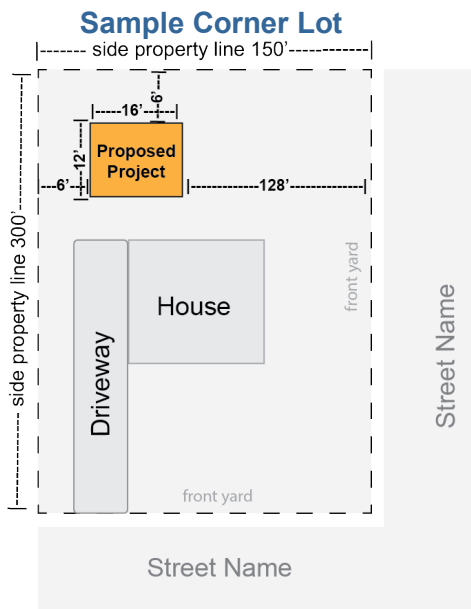
If you are unsure where your property lines are located, you can hire a professional surveyor. You may also look up available property information on the [Montgomery County Auditor's](http://www.mcrealestate.org) website at [mcrealestate.org](http://mcrealestate.org) (see image below). Once you are viewing the property information, you can click on the small [house/ruler icon](#) located to the right of the property detail screen to load a map of the property and property line dimensions.



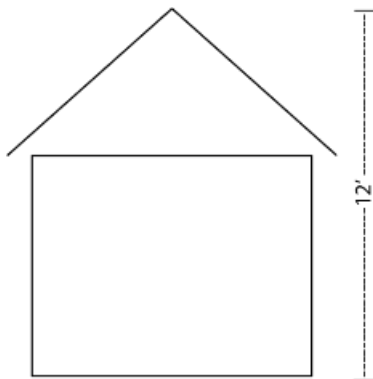
(\*Note: Once you have opened the map feature, you can also turn on the "aerial" option in the menu which will overlay an aerial image onto the map. See image right to see how.)



Sample plans are shown below: Sample drawings will not be accepted as site plans. Samples have been provided as a guide for you to create your own site plan showing each of the requirements that pertain to your unique lot or project. Plans for zoning certificate applications may be hand drawn and need not be to scale.



## Sample Height Drawing



## General Zoning Requirements

(Accessory structures, additions, new construction, and pools)

- ✓ The combined total of all accessory structures on a property cannot occupy more than 35% of the rear yard.
- ✓ Generally, detached accessory structures (such as sheds) that are larger than 100 sq. ft. will require a zoning certificate and may be located a minimum of (6) feet from the property line in what is defined as the rear yard.
- ✓ Sheds that are smaller than 100 square feet do not require a zoning certificate from Miami Township when placed a minimum of three (3) feet from the property line in the rear yard.
- ✓ Be sure to check with *Montgomery County Building Regulations* (937-225-4622) to see if any *building permits* required.