

SECTION 13 – ZONING CERTIFICATE
(Amended July 20, 1992, effective August 20, 1992) (Revised effective 4/6/06)
(Revised effective 5/2/2012)

13.1 A Zoning Certificate shall be required for any of the following except as herein provided:

1. Construction or structural alteration of any building including accessory buildings or structures.
2. Change of the use of land, buildings or structures to a use of a different classification.
3. The expansion or extension of a non-conforming use.
4. Any change of a non-conforming use to a different use whether conforming or non-conforming.

13.2 A Zoning Certificate shall be obtained before any construction, alteration, use or change of use as specified in this Section shall take place. Failure to obtain a valid Zoning Certificate before starting any construction, alteration, use or change of use as specified in this Section shall result in a fee being assessed for twice the amount as would have been required if the Zoning Certificate had been issued prior to starting of activity.

13.3 A Zoning Certificate shall be required for the use, construction or structural alteration of any building or structure incident to an agricultural use. However no fee will be assessed.

13.4 No Zoning Certificate shall be required for a temporary removable structure as part of a construction project, nor for the construction of roads, sewers, service lines, pipe lines or driveways.

13.5 Application for a Zoning Certificate for the construction of a new building or structure, or for the alteration of an existing building or structure, shall be made prior to the application for a building permit. Said Zoning Certificate shall be issued by the Zoning Inspector after a Site Development Plan Review, per Section 30. The Zoning Inspector shall approve or disapprove the application within (10) days of the receipt. This shall be in conformance with the provisions of this resolution. (Effective 4/6/06)

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1. The completion date of each phase of a development done in stages shall be stated on the application for Zoning Certificate when application is made. The completion date shall be the expiration date of the Zoning Certificate for said stage or phase. No completion date for all phases of a phased development shall be more than five (5) years from the date on which the Zoning Certificate was issued.

13.6 Application for a Zoning Certificate for the use of vacant land or for a change in the use of land or of a building, or for a change in a non-conforming use, as herein provided, shall be made to the Zoning Inspector prior to the initiation of any work or action on said request. Said Zoning Certificate shall be issued within the time limits set by the Ohio Revised Code, and the Zoning Inspector shall either approve or disapprove the application in conformance with the provisions of this Resolution. All Zoning Certificates shall expire one (1) year after issuance unless the work or action has been substantially begun and thereafter pursued to completion, or unless the land or premises have been put to the use permitted by such certificate with the following exceptions:

1. The completion date of each phase of a development done in stages shall be stated on the Application for Zoning Certificate when application is made. The completion date shall be the expiration date of the Zoning Certificate for said stage or phase. No completion date for all phases of a phased development shall be more than five (5) years from the date on which the Zoning Certificate was issued.

13.7 An applicant for a Zoning Certificate shall file an Application for a Zoning Certificate on a form which is provided by the Township setting forth, among other things:

1. The dimensions of any proposed building or structure;
2. The use to which any building, structure or land is proposed to be put.

13.8 An Application for Zoning Certificate shall be accompanied by and have as a part thereof a plot plan showing, among other things:

1. Location of proposed building or structure;
2. Location of adjacent building, structures or roads;
3. Setbacks and side yard clearances for current and proposed buildings and structures.

13.9 Each Application for a Zoning Certificate shall be accompanied by a fee in accordance with a fee schedule adopted by the Board of Township Trustees and amended from time to time.

13.10 The Zoning Inspector may refuse to issue a Zoning Certificate in the event the applicant fails to supply information reasonably required of him.

1. A Zoning Certificate shall be revocable if, among other things, the actual use, construction or alteration does not conform to the terms of the application and the Zoning Certificate issued thereon.
2. If the Zoning Certificate applied for shall be refused, the fee shall be non-refundable.