

**COMMERCIAL APPLICATION**



**Planning & Zoning Department**

8540 Kenwood Road, Sycamore Township, Ohio 45236 Phone: (513) 792-7250

**APPLICATION NUMBER**

DO NOT WRITE IN ABOVE SPACE

[www.sycamoretownship.org](http://www.sycamoretownship.org)

**PROJECT ADDRESS:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

NAME	STREET ADDRESS	ZIP	EMAIL	PHONE NUMBER
APPLICANT				
PROPERTY OWNER				
DESIGN PROFESSIONAL				
CONTRACTOR				

- ☐ NEW BUILDING ☐ FAÇADE ALTERATION ☐ FENCE / RETAINING WALL
- ☐ TENANT CHANGE ☐ NEW SIGN ☐ COMMERCIAL-GRADE POOL
- ☐ INTERIOR FINISH/ ALTERATION ☐ SIGN FACE CHANGE/ REFACE ☐ TENT / TEMP STRUCTURE / TEMP STAGE
- ☐ ADDITION ☐ DUMPSTER ENCLOSURE ☐ TEMP SIGN
- ☐ ACCESSORY STRUCTURE ☐ LOT SPLIT / CONSOLIDATION ☐ OTHER \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

SQUARE FEET: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ USE: \_\_\_\_\_

EST. PROJECT INVESTMENT \$ \_\_\_\_\_ EST. START DATE: \_\_\_\_\_ EST. COMPLETE DATE: \_\_\_\_\_

SETBACKS: FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDE \_\_\_\_\_ SIDE \_\_\_\_\_ IF SECOND FRONT YARD \_\_\_\_\_

**THE PLANNING & ZONING DEPARTMENT IS DEDICATED TO THE CONTINUING PROSPERITY OF SYCAMORE TOWNSHIP. THROUGH THE ZONING RESOLUTION, THE TOWNSHIP PROMOTES A HIGH STANDARD FOR COMMERCIAL LAND USE AND DEVELOPMENT. WE LOOK FORWARD TO SERVING OUR RESIDENTS AND BUSINESS COMMUNITY TO MAKE SYCAMORE TOWNSHIP THE BEST IT CAN BE.**

**The applicant and owner of the real property agree to grant Sycamore Township access to the property for review and inspection related to this application.**

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FINAL TOWNSHIP INSPECTIONS ARE REQUIRED**

**FOR FINAL TOWNSHIP INSPECTIONS PLEASE CALL  
(513) 792-7252 OR EMAIL: [zoning@sycamoretownship.org](mailto:zoning@sycamoretownship.org)**

***The owner of this project and undersigned do hereby agree*** to comply with the zoning laws of Sycamore Township pertaining to the construction of the proposed project according to the drawings and specifications submitted herewith, and certify that all of the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct. Lot consolidation is required to obtain zoning approval for the construction of any structure. The applicant and owner of the real property agree to grant Sycamore Township access to the property for review and inspection related to this application. The owner of this project understands that there shall be no refund of fees once the zoning certificate is issued.

**PLEASE NOTE: SUBMITTING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.**

**MUST OBTAIN TOWNSHIP ZONING INSPECTION PRIOR TO PLACEMENT OF PIERS, FOOTERS, SIGNS**



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Sycamore Township, Oh 45236

Phone (513) 792-7250

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## COMMERCIAL REQUIREMENTS

Hand-drawn plans will not be accepted.

APPLICATION TYPE	PLANS REQUIRED	NUMBER OF SETS	
New Commercial Building / Commercial Addition	ISR (Impervious Surface Ratio) Worksheet	(1)	
	Full set of construction documents including mechanical & sprinkler drawings.	(4) Sets:	1 set for Zoning 4 sets for HCBD
	Documents must be submitted in a PDF format. (Via either Flash Drive or Email)	(1)	
Interior Finish / Alterations (if new tenant, must file for a tenant change)	Full set of construction documents including mechanical & sprinkler drawings.	(4) Sets:	1 set for Zoning 4 sets for HCBD
	Documents must be submitted in a PDF format. (Via either Flash Drive or Email)	(1)	
Accessory Use Structure (including Solar Panels) (Over 200 sq. ft.)	Full set of construction documents including mechanical & sprinkler drawings.	(4) Sets:	1 set for Zoning 4 sets for HCBD
	Documents must be submitted in a PDF format. (Via either Flash Drive or Email)	(1)	
Facade Renovations	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Elevation Plan</li> <li>Signage Plan (If applicable)</li> </ul>	(4) Sets:	1 set for Zoning 4 sets for HCBD
New Sign	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Sign Details</li> <li>Elevation Plan</li> <li>Foundation Plan (if applicable)</li> </ul>	(4) Sets:	1 set for Zoning 3 sets for HCBD
Sign Face Change	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Before / After Elevation Plan</li> </ul>	(4) Sets:	1 set for Zoning 3 sets for HCBD
Temporary Sign	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Elevation Plan</li> </ul>		1 set for Zoning
Fence / Mechanical Screening	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Fence / Screening Details</li> </ul>		1 set for Zoning
Retaining Wall / Dumpster Enclosure	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Wall Details</li> </ul>	(4) Sets:	1 set for Zoning 3 sets for HCBD
Parking Lot	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Parking Stall Details</li> </ul>	(4) Sets:	1 set for Zoning 3 sets for HCBD
	<ul style="list-style-type: none"> <li>Letter of Intent*</li> </ul>	(1)	
Temporary Tent (UNDER 400 sq. ft. closed sides) (UNDER 700 sq. ft. open sides)	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Tent Details</li> </ul>		1 set for Zoning
	<ul style="list-style-type: none"> <li>Letter of Intent*</li> </ul>	(1)	
Temporary Tent (OVER 400 sq. ft. closed sides) (OVER 700 sq. ft. open sides)	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Tent Details</li> </ul>	(4) Sets:	1 set for Zoning 3 sets for HCBD
	<ul style="list-style-type: none"> <li>Letter of Intent*</li> </ul>	(1)	
Tenant Change w/out Interior Finish/ Alteration (move in as is or minor cosmetic changes)	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Floor Plan</li> </ul>		1 set for Zoning
	<ul style="list-style-type: none"> <li>Letter of Intent*</li> </ul>	(1)	
Tenant Change w/ Interior Finish/ Alteration (remodeling space and changing interior)	<ul style="list-style-type: none"> <li>Site Plan</li> <li>Floor Plan</li> </ul>	(4) Sets:	1 set for Zoning 3 sets for HCBD
	<ul style="list-style-type: none"> <li>Letter of Intent*</li> </ul>	(1)	

→ HCBD = HAMILTON COUNTY BUILDING DEPARTMENT

→ FINAL INSPECTION IS REQUIRED FOR ALL ZONING CERTIFICATES

→ MUST OBTAIN INSPECTION PRIOR TO PLACEMENT OF PIERS, FOOTERS, & SIGNS

\* Letter of Intent: On a company letter head describe the scope of the business, the date the business will open, number of employees, and days/hours of operation,