

COMMERCIAL APPLICATION

NEW BLDS, ADDITIONS, TENANT CHANGE, INT FINISH/ALT, SIGNS, FAÇADE RENOVATIONS, PKG LOT, WALLS, FENCES, ETC.



APPLICATION NUMBER

DO NOT WRITE IN ABOVE SPACE

www.sycamoretownship.org

Planning & Zoning Department

8540 Kenwood Road, Sycamore Township, Ohio 45236

Phone: (513) 792-7250

PROJECT ADDRESS: _____ **ZIP CODE:** _____

NAME	STREET ADDRESS	CITY	STATE	ZIP	PHONE NUMBER
PROPERTY OWNER					
CONTRACTOR					
DESIGN PROFESSIONAL					
APPLICANT					
APPLICANT'S EMAIL ADDRESS					

- | | | |
|---|--|--|
| <input type="checkbox"/> NEW BUILDING | <input type="checkbox"/> TENANT CHANGE | <input type="checkbox"/> INTERIOR FINISH / ALTERATION |
| <input type="checkbox"/> LANDSCAPING / PARKING LOT | <input type="checkbox"/> ADDITION | <input type="checkbox"/> FENCE/WALL |
| <input type="checkbox"/> LOT SPLIT / CONSOLIDATION | <input type="checkbox"/> ACCESSORY STRUCTURE | <input type="checkbox"/> TENT / TEMP STRUCTURE |
| <input type="checkbox"/> FACADE RENOVATIONS | <input type="checkbox"/> NEW SIGN | <input type="checkbox"/> TEMPORARY SIGN |
| <input type="checkbox"/> SCREEN ROOFTOP MECH / DUMPSTER ENCLOSURE | <input type="checkbox"/> SIGN FACE CHANGE | <input type="checkbox"/> AWNINGS & CANOPIES <input type="checkbox"/> OTHER |

DESCRIPTION OF WORK: _____

SQUARE FEET: _____ **HEIGHT:** _____ **LENGTH:** _____ **USE:** _____

THE DEPARTMENT OF PLANNING & ZONING IS DEDICATED TO THE CONTINUING PROSPERITY OF SYCAMORE TOWNSHIP. WE PROMOTE HIGH STANDARDS FOR DEVELOPMENT AND QUALITY PROJECTS. WE LOOK FORWARD TO SERVING OUR CITIZENS AND BUSINESS COMMUNITY TO MAKE SYCAMORE TOWNSHIP THE BEST IT CAN BE.

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.

APPLICANT'S SIGNATURE _____ DATE _____

FOR FINAL INSPECTIONS PLEASE CALL 513-792-7250 OR EMAIL: zoning@sycamoretownship.org

PROPERTY OWNER'S SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE

RECOMMENDS PLAN APPROVAL: _____ DATE: _____

ZONING APPROVED BY: _____ DATE: _____

NOTE: FILING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.

FINAL INSPECTIONS ARE REQUIRED

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

COMMERCIAL REQUIREMENTS

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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.	(5) Sets: 1 set for Zoning 4 sets for HCBD
	Documents must be submitted in a PDF format. <i>(CD, Flash Drive & Email are all accepted)</i>	(1)
Interior Finish / Alterations (if new tenant, must file for a tenant change)	Full set of construction documents including mechanical & sprinkler drawings.	(5) Sets: 1 set for Zoning 4 sets for HCBD
	Documents must be submitted in a PDF format. <i>(CD, Flash Drive & Email are all accepted)</i>	(1)
Accessory Use Structure (including Solar Panels) (Over 200 sq. ft.)	Full set of construction documents including mechanical & sprinkler drawings.	(5) Sets: 1 set for Zoning 4 sets for HCBD
	Documents must be submitted in a PDF format. <i>(CD, Flash Drive & Email are all accepted)</i>	(1)
Facade Renovations	<ul style="list-style-type: none"> • Site Plan • Elevation Plan • Signage Plan (If applicable) 	(5) Sets: 1 set for Zoning 4 sets for HCBD
New Sign	<ul style="list-style-type: none"> • Site Plan • Sign Details • Elevation Plan • Foundation Plan (if applicable) 	(4) Sets: 1 set for Zoning 3 sets for HCBD
Sign Face Change	<ul style="list-style-type: none"> • Site Plan • Before / After Elevation Plan 	(4) Sets: 1 set for Zoning 3 sets for HCBD
Temporary Sign	<ul style="list-style-type: none"> • Site Plan • Elevation Plan 	(2) Sets: 1 set for Zoning 1 set for Applicant
Fence / Mechanical Screening	<ul style="list-style-type: none"> • Site Plan • Fence / Screening Details 	(2) Sets: 1 set for Zoning 1 set for Applicant
Retaining Wall / Dumpster Enclosure	<ul style="list-style-type: none"> • Site Plan • Wall Details 	(5) Sets: 1 set for Zoning 4 sets for HCBD
Parking Lot	<ul style="list-style-type: none"> • Site Plan • Parking Stall Details 	(5) Sets: 1 set for Zoning 4 sets for HCBD
	<ul style="list-style-type: none"> • Letter of Intent* 	(1)
Temporary Tent (UNDER 400 sq. ft. closed sides) (UNDER 700 sq. ft. open sides)	<ul style="list-style-type: none"> • Site Plan • Tent Details 	(2) Sets: 1 set for Zoning 1 set for Applicant
	<ul style="list-style-type: none"> • Letter of Intent* 	(1)
Temporary Tent (OVER 400 sq. ft. closed sides) (OVER 700 sq. ft. open sides)	<ul style="list-style-type: none"> • Site Plan • Tent Details 	(5) Sets: 1 set for Zoning 4 sets for HCBD
	<ul style="list-style-type: none"> • Letter of Intent* 	(1)
Tenant Change w/out Interior Finish/ Alteration (move in as is or minor cosmetic changes)	<ul style="list-style-type: none"> • Site Plan • Floor Plan 	(2) Sets: 1 set for Zoning 1 set for Applicant
	<ul style="list-style-type: none"> • Letter of Intent* 	(1)
Tenant Change w/ Interior Finish/ Alteration (remodeling space and changing interior)	<ul style="list-style-type: none"> • Site Plan • Floor Plan 	(5) Sets: 1 set for Zoning 4 sets for HCBD
	<ul style="list-style-type: none"> • Letter of Intent* 	(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,*