



## **PERMIT REQUIREMENTS FOR TENANT CHANGE**

<b>Application:</b>	A completed commercial zoning application with signatures from property owner and applicant along with contact information.
<b>Fee:</b>	A fee of <b>\$250.00</b> in the form of, check (payable to Sycamore Township), money order, or Visa/ Mastercard. If paying with credit card, you may pay on our website: <a href="http://www.sycamoretownship.org">www.sycamoretownship.org</a>
<b>Quantity of Documents for:</b> <small>Please note, hand-drawn plans will not be accepted.</small>	<p>(2) Two sets: <b>Site Plan:</b> A site plan is a drawing that shows the property lines and dimension of a lot as well as the location of any structures on the lot. The applicant must note the location of the tenant space on the site plan. Please visit <a href="http://cagisonline.hamilton-co.org/cagisonlin/index/html">http://cagisonline.hamilton-co.org/cagisonlin/index/html</a> and type your project address to print out a site plan of the lot.</p> <p>(2) Two Sets: <b>Floor Plan:</b> Floor plans show relevant interior features and floor layout (location of walls, etc).</p> <p>(1) Two sets: <b>Letter of Intent:</b> A letter of intent stating name of business, type of business, hours of operation and number of employees.</p> <p>(1) One set: <b>Digital Copy:</b> Documents must be submitted in a PDF format via Flash Drive or Email including documents.</p>

### **1. What are Sycamore Township's regulations for a Tenant Change?**

A Tenant Change must meet the permitted use requirements of the zoning district and demonstrate compliance with current zoning and fire code/life safety regulations.

### **2. What is the time-frame for a zoning certificate?**

Please allow 3 - 5 business days after receipt of an application.

### **3. Will Hamilton County Building Department require a permit?**

A Tenant Change with cosmetic changes only does not require a permit through Hamilton County Building Department.

### **4. Is a survey of the property required when applying for a zoning certificate?**

No, Sycamore Township Planning & Zoning does not require a survey of the property however, in order to avoid property disputes with neighboring properties it is recommended to obtain a survey. If a building addition is proposed, in addition to a tenant change application, a stamped survey is required.

### **5. Will hand-drawn plans be accepted?**

No, the Township will not accept hand-drawn commercial plans.

### **6. Am I required to contact Sycamore Township Planning & Zoning Inspector for a final inspection?**

Yes, It is the applicant's responsibility to contact the Inspector once the project is complete. *(Please note: The Sycamore Township Planning & Zoning Department works closely with Hamilton County Building Department to ensure compliance)*

### **7. What is the time-frame to schedule a final inspection?**

Usually, 1 - 2 business days.

### **8. Do I need to be present for the final inspection?**

Yes, the tenant or a representative should be present for the inspection.

### **9. Who do I contact for the final inspection?**

Please contact Sycamore Township Planning & Zoning Department (513) 792-7250 or Email: [zoning@sycamoretownship.org](mailto:zoning@sycamoretownship.org)

**COMMERICAL 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 ☐ COMMERICAL-GRADE POOL
- ☐ INTERIOR FINISH/ ALTERATION ☐ SIGN FACE CHAGE/ REFACE ☐ TENT / TEMP STRUCTURE / TEMP STAGE
- ☐ ADDITION ☐ DUMPSTER ENCLOSURE ☐ TEMP SIGN
- ☐ ACCESSORY STRUCTURE ☐ LOT SPLIT / CONSOLIDATION ☐ OTHER \_\_\_\_\_

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**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**