



PERMIT REQUIREMENTS FOR TENANT CHANGE

Application: A completed commercial zoning application with signatures from property owner and applicant along with contact information.

Fee: A fee of **\$250.00** in the form of cash (exact tender), check (payable to Sycamore Township), money order, or Visa/Mastercard. If paying with credit card, you may pay on our website: www.sycamoretownship.org

Quantity of Documents for:

(2) Two sets: **Site Plan:** 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 <http://cagisonline.hamilton-co/org/cagisonlin/index/html> and type your project address to print out a site plan of the lot.

(2) Two sets: **Letter of Intent:** A letter of intent stating name of business, type of business, hours of operation and number of employees. Please contact Planning & Zoning if you require a template.

(1) One set: **Digital Copy:** Documents must be submitted in a PDF format via CD, Flash Drive or Email including all construction documents, mechanical & sprinkler drawings.

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.

5. How do I obtain a survey of a property?

Sycamore Township Planning & Zoning recommends contacting a reputable surveyor, or reaching out to Hamilton County Recorders office. Other resources would be to contact your mortgage company or title company. *Please note: Sycamore Township does not have a survey of your property.*

6. Does Sycamore Township Planning & Zoning have a Plat of my property?

No, please refer to question 5.

7. 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)*

8. What is the time-frame to schedule a final inspection?

Usually, 1 - 2 business days.

9. Do I need to be present for the final inspection?

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

10. Who do I contact for the final inspection?

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

SYCAMORE TOWNSHIP, OH
 DEPARTMENT OF PLANNING & ZONING
 8540 KENWOOD ROAD, CINCINNATI, OH 45236
 513.792.7250 PHONE 513.792.8564 FAX

COMMERCIAL APPLICATION

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

REVIEWED BY

MILLER CLARK ZAMMERT

APPLICATION NUMBER

DO NOT WRITE IN THIS SPACE

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

| NAME | STREET ADDRESS | CITY | ST | ZIP | PHONE NUMBER |
|---------------------------|----------------|------|----|-----|--------------|
| PROPERTY OWNER | | | | | |
| CONTRACTOR | | | | | |
| DESIGN PROFESSIONAL | | | | | |
| APPLICANT | | | | | |
| APPLICANTS E-MAIL ADDRESS | | | | | |

WORK TYPE: **Inspections Required**

- NEW BLDG ADDITION INTERIOR FINISH/ALTERATION TENANT CHANGE LANDSCAPING/PKG LOT FENCE/WALL
 LOT SPLIT/CONSOLIDATION ACCESSORY STRUCTURE SCREEN ROOFTOP MECH/DUMPSTER ENCLOSURE NEW SIGN
 TENT/TEMP STRUCTURE TEMPORARY SIGN FAÇADE RENOVATIONS SIGN FACE CHANGE OTHER

DESCRIPTION OF WORK: _____

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

NO. OF SIGNS: _____ **EST. START DATE:** _____ **EST. FINISH DATE:** _____

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.

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

APPLICANT'S SIGNATURE _____ DATE _____

PROPERTY OWNER'S SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE

RECOMMENDS PLAN APPROVAL: _____ DATE: _____

ZONING APPROVED BY: _____ DATE: _____

DATE PERMIT ISSUED: _____