

SYCAMORE TOWNSHIP

Hamilton County, OH

8540 Kenwood Road
Sycamore Twp, OH
45236-2010
PH (513) 791-8447
FX (513) 792-8564

Board of Trustees

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Cliff W. Bishop
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July 13, 2016

DERIVATIVES TRADING FIRM
9125 MONTGOMERY ROAD
CINCINNATI, OH 45242

NOTICE OF VIOLATION

RE: Sycamore Township Code Violations

Case: SYCC160286
Parcel ID: 060000500012
Via certified and ordinary mail

To Whom It May Concern:

An inspection of the property located at **9125 MONTGOMERY RD** in Sycamore Township, Ohio found it to be in violation of the Sycamore Township Zoning Resolution and/or the International Property Maintenance Code. You are hereby requested to resolve the noted violations immediately in compliance with the requirements of the Sycamore Township Zoning Resolution and/or the International Property Maintenance Code. In order to avoid further action you must comply with the inspector's written remedies listed under each violation attached to this letter. You have the right to appeal this order pursuant to Chapter 22 of the Sycamore Township Zoning Resolution or Section 111 of the Sycamore Township Property Maintenance Code, as applicable.

FAILURE TO COMPLY WILL RESULT IN LEGAL ACTION BEING TAKEN

A follow-up inspection will occur twenty-one (21) days from the date of this notice. If said violation(s) is (are) not corrected by **08/03/2016 at 12:00 noon** local time, Sycamore Township will be forced to pursue all possible legal remedies against you, including but not limited to, the following: a request may be made to the Sycamore Township Board of Trustees for the property to be declared a nuisance; and you may be cited to the Hamilton County Municipal Court where a fine of up to \$1000.00, plus the costs of court, per violation could be levied against you; the issue may be abated, and the costs assessed against the property as a lien. Please feel free to contact me if you have any questions.

Sincerely,

Harry Holbert
Sycamore Township
Planning & Zoning Official
hholbert@sycamoretownship.org
Phone#: (513) 792-7252
Fax#: (513) 792-8571

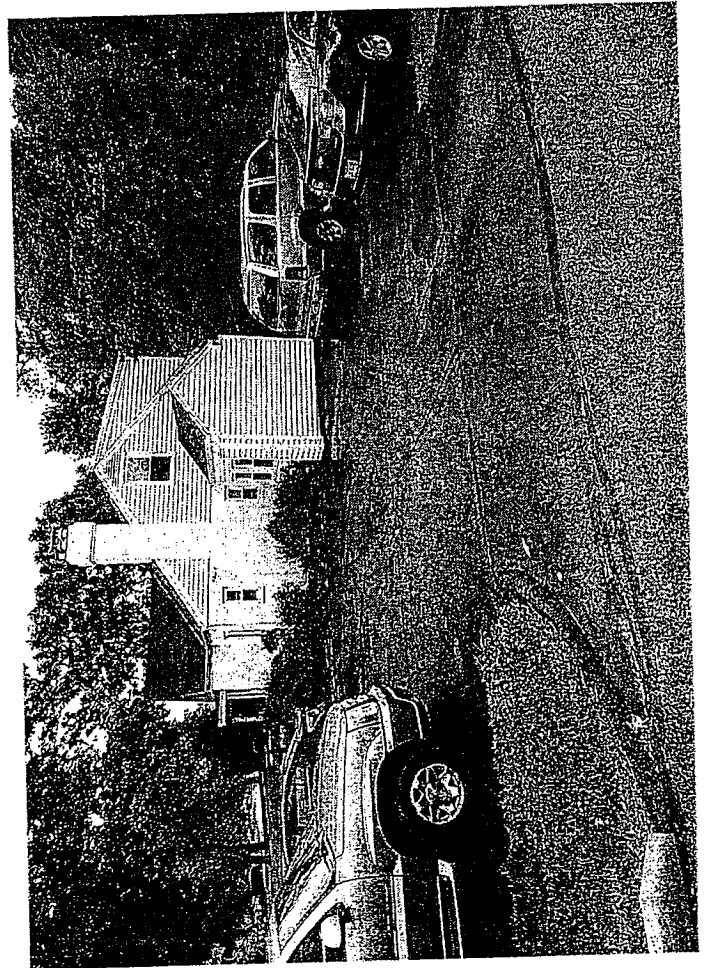
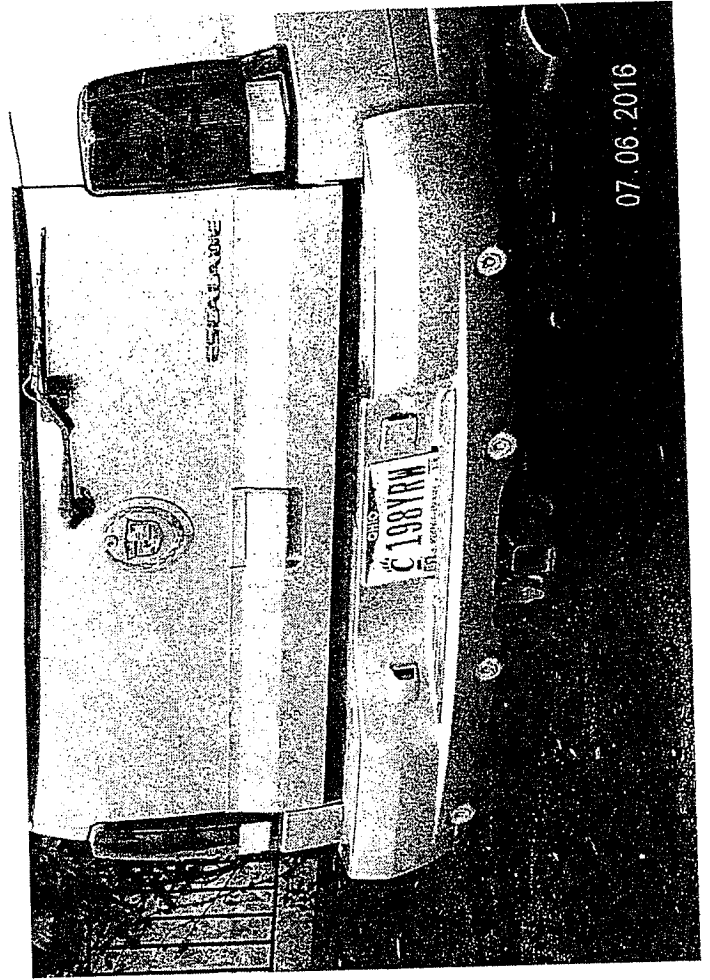
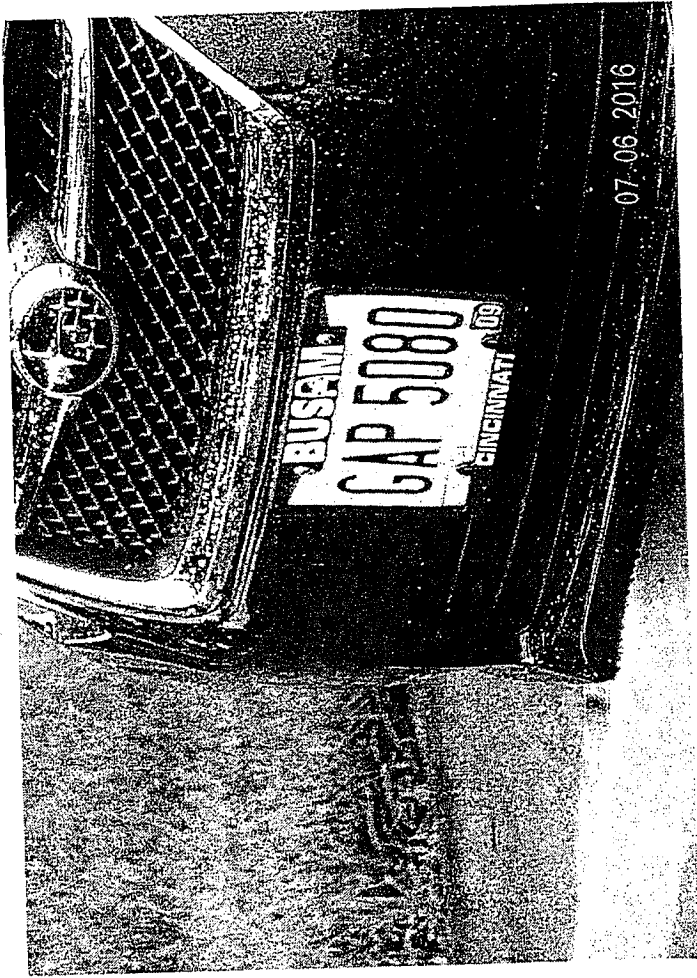
Sycamore Township Zoning Resolution and/or International Property Maintenance Code(s) Violated:

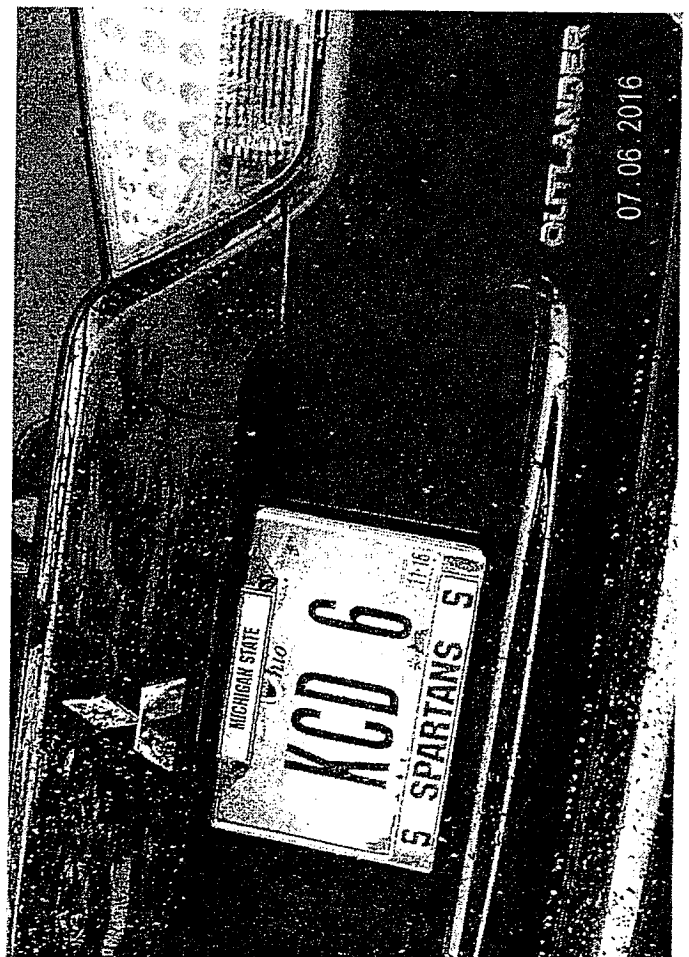
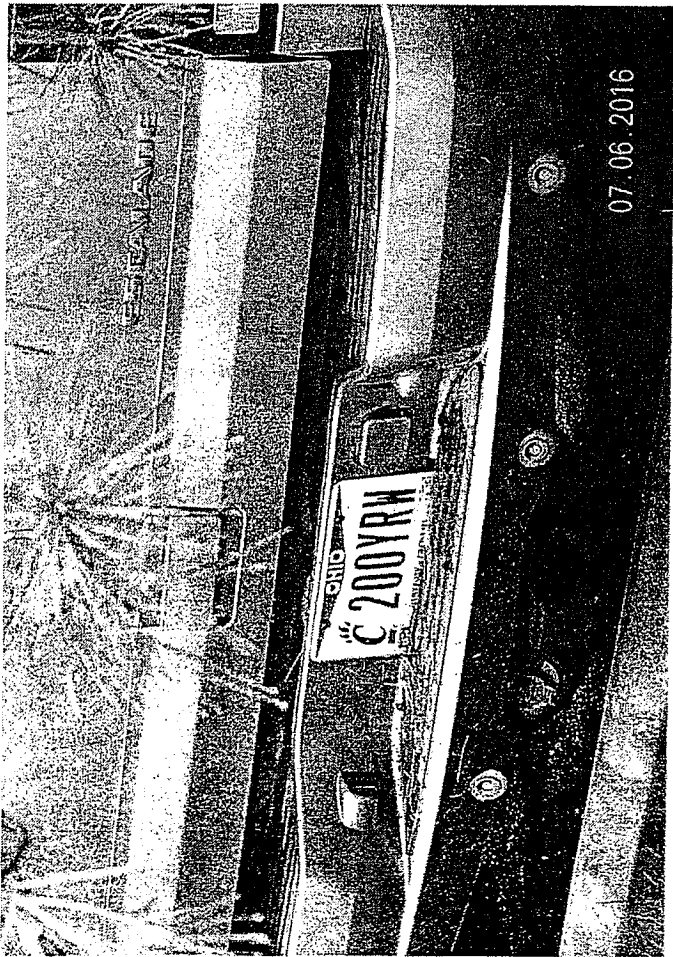
20-1 ZONING CERTIFICATE.

Except as expressly provided otherwise in this Resolution, no land shall be occupied or used and no building, structure or sign shall be located, constructed, reconstructed, enlarged or structurally altered, nor work commenced upon the same, nor occupied or used in whole or part for any purpose whatsoever until the Zoning Inspector has issued a Zoning Certificate. The Zoning Certificate shall state the zoning districts in which the proposed use is located and that the proposed uses and structures comply with the provisions of this Resolution. The Zoning Certificate shall also identify whether the proposed use is a Permitted Use, a Planned Unit Development, a Conditional Use, or a Nonconforming Use. No change of use shall be made in any building or part thereof, now or hereafter located, constructed, reconstructed, enlarged or structurally altered, without a Zoning Certificate issued by the Zoning Inspector. No Zoning Certificate shall be issued to make a change unless the changes are determined by the Zoning Inspector to be in conformity with the provisions of this Resolution.

Recommended Actions For Compliance:

APPLY FOR AND OBTAIN ZONING CERTIFICATE FOR TENANT CHANGE; PARKING ANALYSIS IS REQUIRED





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

HOLBERT	GUNDERSON
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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 ENLOSURE 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: _____

SYCAMORE TOWNSHIP PERMIT APPLICATION REQUIREMENTS

****APPLICATION WITH PROPERTY OWNER'S SIGNATURE REQUIRED FOR ALL OF THE FOLLOWING:**

****INSPECTIONS REQUIRED FOR FOUNDATION, PIERS, FINAL, SIGNS**

APPLICATION TYPE	PLANS REQUIRED	NUMBER OF SETS
Commercial Applications		
New Commercial Building Commercial Addition	ISR Worksheet	1
	Full set of construction documents including mechanical and sprinkler drawings as required.	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	CD of construction documents in pdf format	1
Interior Finish/Alterations Accessory Use Structure (including solar panels) (120 sq. ft. and over)	Full set of construction documents including mechanical and sprinkler drawings as required.	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	CD of construction documents in pdf format	1
Accessory Use Structure (under 120 sq. ft.)	Site Plan Elevation Floor Plan	2
Façade Renovations	Site Plan Elevation Signage Plan (if applicable)	7 (1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County)
Tenant Change (no interior changes)	Site Plan	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	Floor Plan	
	Letter of Intent	1
New Sign	Site Plan Sign Details Elevation Foundation Plan (if applicable)	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
Sign Face Change	Site Plan Before/After Elevations	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
Temporary Sign	Site Plan Sign Elevation	2
Temporary Tents (Under 200 sq. ft. closed sides) (Under 700 Sq. ft. open sides)	Site Plan	3 (1 set for Zoning, 1 set to Fire Department, 1 set returned to applicant)
	Tent Details	
	Letter of Intent	1
Temporary Tents (200 sq. ft. and over closed sides) (700 sq. ft. and over open sides)	Site Plan	6 (1 set for Zoning, 1 set to Fire Department, 4 sets returned to applicant to submit to Hamilton County)
	Tent Details	
		Letter of Intent
Parking Lot	Site Plan	7 (1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County)
	Parking Stall Details	
	ISR Worksheet	1
Fence/Mech. Screening	Site Plan Fence/Screening Details	2
Retaining Wall/Dumpster Enclosure	Site Plan	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
	Wall Details	

Permit Requirements for Tenant Changes

1. Application and Letter of Intent

Application may be found at www.sycamoretownship.org.

Letter of Intent: Letter stating name and type of business, hours of operation and number of employees

2. Zoning Review Fee* - \$250.00

We accept payment in the form of cash, check and credit cards.

3. Three (3) copies of a site plan**

Site plan: A site plan is a drawing that shows the property lines and dimensions of the lot. The applicant must note the location of the tenant space on the site plan.

4. Three (3) copies of a floor plan**

Floor Plan: A floor plan is a complete layout of the of the proposed lease space including rooms, offices, hallways and lobby area.

Q. & A.:

1. What are the Township's regulations for tenant changes?

Tenant Changes 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 department turn around time?

Within eight (8) days after receipt of an application for review, the Administrative Official shall determine if the application is approved. Typically the turnaround time for a zoning certificate to be issued is 3-5 days. However, it may take longer depending on how busy the office and staff may be.

3. Do I need a permit with Hamilton County?

All tenant change submittals that are reviewed by the Township require a permit with the Hamilton County Building Department unless the tenant moves into the space "as-is" or with cosmetic changes only. If the tenant intends to make any interior alterations, install signs of any kind(including temporary banners), or do any electrical or plumbing work, Zoning, Building Department and Fire Department review and approval is required BEFORE beginning any work.

4. Does the Township have an inspector that will come out and look once the project is complete?

Yes. The Township Zoning and Fire/Life Safety Inspectors work hand-in-hand with the Hamilton County Building Inspectors to ensure compliance. It is the applicant's responsibility to contact the Township once the project is complete to schedule a final inspection before opening for business.

5. How long does it take to schedule a final inspection?

It typically takes 1-2 business days to schedule an inspection, depending on the inspector's schedule and availability. Please call a minimum 24 hours prior to the desired inspection date/time.

6. Do I need to be present for the inspection?

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

7. Who do I contact for an inspection with the Township?

Zoning Administrator Harry Holbert Jr. at 513.792.7252 or hholbert@sycamoretownship.org
Zoning/Fire Inspector Doug Morath at 513-792-7246 or dmorath@sycamoretownship.org

PARKING ANALYSIS WORKSHEET

Dear Applicant,

The purpose of this worksheet is to help prevent or alleviate the congestion of the public street, to minimize any detrimental effects of vehicular use areas on adjacent properties and to enhance vehicular use areas. The off street and loading requirements of Chapter 12 of the Sycamore Township Zoning Resolution shall apply to any application permit for the construction of a new building. For an alteration, addition or change of use of an existing building; or for an alteration, development or change of land use that requires more parking; or for changes to the capacity of an existing parking area or parking structure the off street parking and loading requirements this application shall apply only to the area of the alteration, addition or change of use.

Parking Analysis

For the project address located at: _____

Sycamore Township, OH

1. Building footprint is _____ square feet
2. Number of existing parking spaces _____
3. Zoning district _____
4. Number of parking spaces required _____
5. Proposed use _____

Computation of Required Spaces

The following provision shall govern the computation of the number of off-street parking spaces required.

- (a) Fractions. When determination of the number of required parking spaces results in the requirement of a fractional space, any fraction $\frac{1}{2}$ or less shall be disregarded and any fraction over $\frac{1}{2}$ shall require one (1) parking space.
- (b) Bench Seating Calculation. In stadiums, sports arenas, churches and other places of assembly in which patrons or spectators occupy benches, pews or other similar seating facilities, each twenty inches (20") of such seating facilities shall be counted as one (1) seat for the purpose of determining the requirement for off-street parking facilities,
- (c) Use of Maximum. When parking spaces are required on the basis of the number of faculty, staff, students or employees, the maximum number present at any one time shall govern.
- (d) Interpretation. For uses not expressly listed in Table 12-9, found at the end of Chapter 12 of the Sycamore Township Zoning Resolution, parking spaces shall be provided on the same basis as required for the most similar listed use as determined by the Administrative Official and as adopted by the Sycamore Township Zoning Commission Policy for that specific use.