

**CERTIFICATE OF ZONING COMPLIANCE  
APPLICATION FORM**



Planning Department  
One Donham Plaza, Middletown, OH 45042  
Phone: 513-425-7947  
Fax: 513-425-7921  
www.cityofmiddletown.org

**PROJECT ADDRESS**

**APPLICATION DATE**

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**APPLICANT INFORMATION**

NAME:	ADDRESS:
PHONE:	

**PROPERTY OWNER INFORMATION (IF DIFFERENT FROM ABOVE)**

NAME:	ADDRESS:
PHONE:	

**DESCRIPTION OF PROJECT**


**GENERAL REQUIREMENTS:**

1. Review Time – A CZC will typically be issued within 7 days of receipt of an application.
2. Residential – A site plan is required for all new construction (additions, outbuildings, pools, etc.) The site plan shall show all existing and proposed buildings on the property, each with dimensions and location relative to the principal building and property lines. This drawing must be professionally surveyed if it is a new building on a vacant lot. New home construction must also submit an application for review and approval by the Architectural Review Board before permits can be issued. Fee is \$30.00
3. Non-Residential – A surveyed site plan is required for all construction. Fee is \$40.00. *Note: Building Permit applications require three sets of construction documents which must be stamped by a licensed architect or engineer.*
4. Signs – Dimensioned drawing of the proposed sign(s) showing content and a dimensioned site plan or elevation indicating location, type, and size of existing and proposed signs. Fee is \$30.00.

***I the undersigned do hereby affirm that I am acting within the authority of the owner of the subject property, that all information provided by me herein is true and correct to the best of my knowledge, and that I agree to comply with the provisions of the Ordinances of the City of Middletown.***

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

DATE RECEIVED:	LOT #:	ZONING DESIGNATION:	PROJECT #:
CZC APPROVAL DATE:	PARCEL ID #:	TEMP. SIGN EXP. DATE:	CZC #:
