



Planning & Zoning Department
One Donham Plaza,
Middletown, OH 45042
Phone: 513-425-7922
www.cityofmiddletown.org

CERTIFICATE OF ZONING COMPLIANCE APPLICATION (COZ)

PROJECT/PROPERTY 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

Review Time: A Certificate of Zoning Compliance will typically be issued within 7 days of receipt of an application.

Residential – New Home Construction, Additions, Outbuilding, Pools, Accessory Structures, Fences, etc.

A site plan is required for all new construction. The site plan is required to show all existing and proposed buildings on the property, setbacks from 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 that is subject to approval by the Architectural Review Board before permits can be issued. Must meet the standards outlined in the Middletown Development Code.

Fees:

Residential COZ (New Construction) - \$100.00 + \$0.01 per square foot

Residential Accessory Structure (Shed, Fence, Pool, etc.) - \$30.00

Non-Residential/Commercial – A surveyed site plan is required for all construction. The site plan is required to show all existing and proposed buildings on the property, setbacks, and property lines. Building Permit applications require three sets of construction plans that must be stamped by a licensed architect or engineer. Must meet the requirements of the Middletown Development Code.

Fees:

Commercial (New Construction) - \$200.00 + \$0.01 per square foot (MAX of \$1,000)

Commercial (New Use/Business) - \$100.00

Commercial Accessory Structure - \$40.00

Signs – Drawing of the proposed sign(s) showing content and a dimensioned site plan or elevation indicating location, square footage, type (ground, wall, pole), and size of existing and proposed signs. For signage requirements see Chapter 1220: Signage of the Middletown Development Code.

Fees: New Sign/Face Change - \$50.00.

Home Occupation – The home occupation is required to be clearly secondary to the full-time use of the property as a residence. Any home occupation that provides services where members of the public visit or enter the premises may be permitted if designed to accommodate one client or customer (one client could include multiple people from a family or household) at a time and which meets all other applicable requirements for home occupations. For full list of permitted and prohibited home occupations and home occupation standards, see 1206.01: Accessory Uses and Structures of the Middletown Development Code. **Fee:** \$30.00

***Double Fee:**

Fees are subject to be doubled for work performed without approved Certificate of Zoning Compliance.

Before proceeding with any project please contact the City Building Inspections Department to confirm no additional permits are required. Building Inspections Department: 513-425-7973

*The undersigned affirms they are acting within the authority of the owner of the property and all information provided is correct to their knowledge. Also by signing you agree to comply with all the provisions of the Middletown Development Code. **The City of Middletown is not responsible for the enforcement of covenants and restrictions.***

Applicant’s Signature_____Date _____

Printed Name _____

PLANNING OFFICE USE ONLY:			
DATE RECEIVED:	LOT #:	ZONING DESIGNATION:	PROJECT #:
CZC APPROVAL DATE:	PARCEL ID #:	TEMP. SIGN EXP. DATE:	CZC #:
COMMENTS:			