

CITY OF ERLANGER

ZONING PERMIT APPLICATION

INSTRUCTIONS

IN ACCORDANCE WITH THE ERLANGER ZONING ORDINANCE, AN APPLICANT SHALL PROVIDE THE FOLLOWING INFORMATION ON A LOT SURVEY PLAT (PLOT PLAN OR A CONVEYANCE PLAT). IF A LOT SURVEY IS UNAVAILABLE, THE APPLICANT SHALL USE THE LOT DIMENSIONS AS PROVIDED IN THE LEGAL DESCRIPTION OF A DEED. INFORMATION FROM THE LEGAL DESCRIPTION CAN BE TRANSFERRED TO A BLANK SHEET AND USED AS A DRAWING FOR THE ZONING PERMIT APPLICATION. PLEASE PLACE AN "X" BY ITEMS "A-M" WHICH ARE SHOWN ON THE ATTACHED DRAWING. IF AN ITEM IS NOT REQUIRED, THEN NOTE THAT THE ITEM IS NOT APPLICABLE OR "N/A". THE INFORMATION BELOW SHALL BE GRAPHICALLY SHOWN ON A LOT SURVEY (PLOT PLAN OR CONVEYANCE PLAT). THE SCALE FOR THE LOT SURVEY OR DRAWING SHALL BE NOT LESS THAN ONE (1) INCH TO FIFTY (50) FEET.

PLEASE NOTE THE FOLLOWING:

- 1) THE ZONING PERMIT APPLICATION SHALL BE SUBMITTED IN CONJUNCTION WITH A BUILDING PERMIT APPLICATION, IF REQUIRED.
- 2) A ZONING PERMIT MUST BE ISSUED BEFORE A BUILDING PERMIT CAN BE GRANTED.
- 3) THE APPROVED ZONING PERMIT SHALL BE POSTED CONSPICUOUSLY ON THE JOB SITE UNTIL COMPLETION OF ALL CONSTRUCTION WORK.
- 4) IF WORK DESCRIBED ON THE ZONING PERMIT HAS NOT BEGUN WITHIN NINETY (90) DAYS OR FINISHED WITHIN ONE HUNDRED AND EIGHTY (180) DAYS FROM THE DATE OF ISSUE, THE PERMIT SHALL EXPIRE. UPON REQUEST BY THE APPLICANT, THE PERMIT CAN BE EXTENDED PRIOR TO DATE OF EXPIRATION.
- 5) THIS ZONING PERMIT APPLICATION AND ATTACHED DRAWING WILL BE RETAINED BY THE CITY OF ERLANGER.
- 6) ENCROACHMENT PERMITS: IF PROPERTY IS LOCATED ON A STATE ROAD, CONTACT PERMITS DEPARTMENT AT 341-2700. IF PROPERTY IS LOCATED ON A COUNTY ROAD, CONTACT KENTON COUNTY PUBLIC WORKS DEPARTMENT AT 371-9169.

REQUIREMENTS:

- ___ A) ENCROACHMENT PERMIT (IF REQUIRED) # _____ BY _____
- ___ B) THE LOCATION OF EVERY EXISTING AND PROPOSED BUILDING, INCLUDING DIMENSIONS AND HEIGHT, AND THE NUMBER, SIZE, AND TYPE OF DWELLING UNITS.
- ___ C) ALL PROPERTY LINES, SHAPE AND DIMENSIONS OF THE LOT TO BE BUILT UPON.
- ___ D) LOT WIDTH AT BUILDING SETBACK LINE.
- ___ E) MINIMUM FRONT AND REAR YARD DEPTHS AND SIDE YARD WIDTHS.
- ___ F) EXISTING TOPOGRAPHY, WITH A MAXIMUM OF FIVE (5) FOOT CONTOUR INTERVALS.
- ___ G) TOTAL LOT AREA, IN SQUARE FEET.
- ___ H) LOCATION AND DIMENSIONS OF ALL ACCESS POINTS, DRIVEWAYS AND OFF-STREET PARKING SPACES.
- ___ I) A DRAINAGE PLAN OF THE LOT AND ITS RELATIONSHIP TO ADJACENT PROPERTIES, INCLUDING SPOT ELEVATIONS OF THE PROPOSED FINISHED GRADE, AND PROVISIONS FOR ADEQUATE CONTROL OF EROSION AND SEDIMENTATION, INDICATING THE PROPOSED TEMPORARY AND PERMANENT CONTROL PRACTICES AND MEASURES WHICH WILL BE IMPLEMENTED DURING ALL PHASES OF CLEARING, GRADING AND CONSTRUCTION.
- ___ J) ALL SIDEWALKS, WALKWAYS AND OPEN SPACES.
- ___ K) LOCATION, TYPE AND HEIGHT OF ALL WALLS, FENCES AND SCREEN PLANTINGS.
- ___ L) LOCATION OF ALL EXISTING AND PROPOSED STREETS, INCLUDING RIGHTS-OF-WAY AND PAVEMENT WIDTHS.
- ___ M) ALL EXISTING AND PROPOSED WATER, SANITARY AND STORM SEWER FACILITIES TO SERVE THE LOT; INDICATING ALL PIPE SIZES, TYPES AND GRADES.

PROJECT ADDRESS: _____

DESCRIPTION OF PROPOSED ZONING ACTIVITY: _____

ESTIMATED MARKET VALUE \$ _____

NAME OF APPLICANT AND ADDRESS: _____

NAME OF PROPERTY OWNER AND ADDRESS: _____

NOTICE
I, OR WE, UNDERSTAND AND AGREE THAT ALL CONSTRUCTION WORK WILL BE PERFORMED IN ACCORDANCE WITH THIS ZONING PERMIT APPLICATION, THE CITY OF ERLANGER ZONING ORDINANCE AND THE KENTON COUNTY SUBDIVISION REGULATIONS.

APPLICANT’S SIGNATURE: _____

DATE: _____ PHONE NUMBER: _____

**THIS PORTION OF THE APPLICATION TO BE COMPLETED
BY THE CITY OF ERLANGER**

ADDRESS: _____

LEGAL DESCRIPTION: _____

ZONING DISTRICT: _____

DATE: APPROVED _____ APPROVED WITH CONDITIONS _____ DENIED _____

PLAN REVIEWER: _____

DATE ISSUED: _____

ZONING PERMIT NUMBER: _____

TYPE OF IMPROVEMENT		FEE	TYPE OF IMPROVEMENT		FEE
	SINGLE FAMILY RESIDENCE	\$50.00		DRIVEWAY	\$25.00
	TOWNHOME (# OF UNITS _____)	\$50.00		SIGN (CLASS _____)	\$50.00
	TWO FAMILY RESIDENCE	\$50.00		FENCE	\$25.00
	APARTMENT (# OF UNITS _____)	\$50.00		ACCESSORY BUILDING	\$25.00
	BUSINESS	\$200.00		DECK	\$25.00
	INDUSTRIAL	\$200.00		ABOVE GROUND POOL	\$25.00
	REMODEL RESIDENCE	\$50.00		INGROUND POOL	\$25.00
	REMODEL BUSINESS	\$200.00		GARAGE	\$25.00
	PERMIT RENEWAL			HOME OCCUPATION	\$75.00
	CHANGE OF USE	\$75.00		OTHER: _____	