



CITY OF BELLBROOK

ZONING PERMIT – NEW CONSTRUCTION

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305
 (937) 848-4666 WWW.CITYOFBELLBROOK.ORG

DATE RECEIVED ____/____/____ STAFF USE APPLICATION # _____

APPLICANT INFORMATION

PROPERTY ADDRESS _____ ZONING DISTRICT _____
 PROPERTY OWNER _____ PHONE NUMBER _____
 APPLICANT NAME _____ PHONE NUMBER _____
 APPLICANT EMAIL _____

REQUEST INFORMATION

TYPE OF LOT CORNER INTERIOR OTHER **CONSTRUCTION TYPE** ADDITION PATIO/DECK RESIDENCE
DIMENSIONS OF LOT WIDTH _____ DEPTH _____ **LOT AREA** _____ SQUARE FEET
STRUCTURE SF RESIDENTIAL _____ BASEMENT _____ GARAGE _____ ADDITION/PATIO/DECK _____ TOTAL SF _____
YARD REQUIREMENTS FRONT YARD _____ REAR YARD _____ SUM OF SIDES _____ **BUILDING HEIGHT** _____ FEET
DISTANCE FROM PROPERTY LINES FOR ADDITIONS AND PATIOS/DECKS SIDE YARD _____ REAR YARD _____
WIDTH OF RECORDED EASEMENTS ON LOT SIDE YARD _____ REAR YARD _____ PLEASE DENOTE LOCATION ON PLOT PLAN
 PROPOSED USE OF STRUCTURE _____
 OTHER COMMENTS _____

SEE THE REVERSE OF THIS PAGE FOR ADDITIONAL INFORMATION TO BE INCLUDED WITH A ZONING PERMIT FOR NEW CONSTRUCTION.

I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL FOR ANY ADMINISTRATIVE REVIEW, CONDITIONAL USE PERMIT, VARIANCE, OR EXCEPTION FROM ANY OTHER CITY REGULATIONS WHICH ARE NOT SPECIFICALLY THE SUBJECT OF THIS APPLICATION. I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF A BUILDING OCCUPANCY PERMIT. I UNDERSTAND FURTHER THAT I REMAIN RESPONSIBLE FOR SATISFYING REQUIREMENTS OF ANY PRIVATE RESTRICTIONS OR COVENANTS APPURTENANT TO THE PROPERTY.

I CERTIFY THAT I AM THE APPLICANT AND THAT THE INFORMATION SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT THE CITY IS NOT RESPONSIBLE FOR INACCURACIES IN INFORMATION PRESENTED, AND THAT INACCURACIES MAY RESULT IN THE REVOCATION OF THIS ZONING CERTIFICATE AS DETERMINED BY THE CITY. I FURTHER CERTIFY THAT I AM THE OWNER OR PURCHASER (OR OPTION HOLDER) OF THE PROPERTY INVOLVED IN THIS APPLICATION, OR THE LESSEE OR AGENT FULLY AUTHORIZED BY THE OWNER TO MAKE THIS SUBMISSION.

I CERTIFY THAT STATEMENTS MADE TO ME ABOUT THE TIME IT TAKES TO REVIEW AND PROCESS THIS APPLICATION ARE GENERAL. I AM AWARE THAT THE CITY HAS ATTEMPTED TO REQUEST EVERYTHING NECESSARY FOR AN ACCURATE AND COMPLETE REVIEW OF MY PROPOSAL; HOWEVER, AFTER MY APPLICATION HAS BEEN SUBMITTED AND REVIEWED BY CITY STAFF, I UNDERSTAND IT MAY BE NECESSARY FOR THE CITY TO REQUEST ADDITIONAL INFORMATION AND CLARIFICATION.

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT ALL THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE _____ DATE ____/____/____

OFFICE USE ONLY		
PERMIT FEE	PAYMENT TYPE	REVIEW AUTHORITY
\$ _____	CASH <input type="checkbox"/> CHECK <input type="checkbox"/> # _____	ADMINISTRATIVE <input type="checkbox"/> BZA <input type="checkbox"/> VRB <input type="checkbox"/>
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	STAFF SIGNATURE _____ DATE ____/____/____	
APPROVED-CONDITIONS <input type="checkbox"/>		

Call before you Dig 1-800-362-2764

REGULATION OF NEW CONSTRUCTION INCLUDING ADDITIONS, DECKS, AND PATIOS

A. PERMIT REQUIRED

NO BUILDING OR OTHER STRUCTURE SHALL BE ERECTED, MOVED, ADDED TO, STRUCTURALLY ALTERED, NOR SHALL ANY BUILDING, STRUCTURE OR LAND BE ESTABLISHED OR CHANGED IN USE WITHOUT A PERMIT ISSUED BY THE ZONING INSPECTOR. ZONING PERMITS SHALL BE ISSUED ONLY IN CONFORMITY WITH THE PROVISIONS OF THIS ORDINANCE UNLESS THE ZONING INSPECTOR RECEIVED A WRITTEN ORDER FROM THE BOARD OF ZONING APPEALS OR FROM THE CITY COUNCIL, AS PROVIDED BY THIS ORDINANCE.

B. PLOT PLAN REQUIRED

- a) LOCATION AND DIMENSIONS OF ALL PROPERTY BOUNDARIES AND EASEMENTS.
- b) LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED BUILDINGS, DECKS, STAIRS, AND PATIOS.
- c) DIMENSIONS OF ALL EXISTING AND PROPOSED BUILDING SETBACKS FROM PROPERTY LINES.
- d) LOCATION AND DIMENSION OF ALL EXISTING AND PROPOSED DRIVEWAYS, FIRE LANES, AND PARKING SPACES.
- e) LOCATION, HEIGHT, AND BUILDING MATERIALS OF ALL EXISTING AND PROPOSED FENCING AND WALLS.
- f) LOCATION, HEIGHT (INCLUDING TOP AND BOTTOM ELEVATION MEASUREMENTS), AND BUILDING MATERIALS OF ALL EXISTING AND PROPOSED RETAINING WALLS.
- g) LOCATION OF DRAINAGE WAYS, WETLANDS, AND FLOODPLAINS.

C. SITE DEVELOPMENT PLAN (MUNICIPAL CODE: 1226.05) REQUIRED IF THE PROJECT INCLUDES GRADING

- a) GENERAL LOCATION MAP THAT SHOWS THE AREA PROPOSED FOR DEVELOPMENT AND PERTINENT ADJACENT AREAS AND FEATURES;
- b) A DESCRIPTION OF THE NATURE AND TYPE OF THE EARTH DISTURBING/CONSTRUCTION ACTIVITY (E.G. RESIDENTIAL, COMMERCIAL, HIGHWAY, ETC.) ;
- c) A PHOTOCOPY OF THE APPROPRIATE SOIL SURVEY SHEET FOUND IN THE USDA SOIL SURVEY OF GREENE COUNTY WITH LOCATION OF SITE IDENTIFIED;
- d) A SITE PLAN MAP THAT SHOWS THE LOCATION OF EXISTING FEATURES AND PROPOSED IMPROVEMENTS ON THE SITE INCLUDING:
 - i) FOR SITES WITH RELIEF LESS THAN FIFTY (50) FEET, THE SCALE PROVIDED SHALL BE 1" = 60'; FOR SITES WITH GREATER THAN FIFTY (50) FEET RELIEF, THE SCALE PROVIDED SHALL BE 1" = 40';
 - ii) TOTAL AREA OF THE SITE AND THE AREA OF THE SITE THAT IS EXPECTED TO BE DISTURBED (I.E. GRUBBING, CLEARING, EXCAVATION, FILLING OR GRADING, INCLUDING OFF-SITE BORROW AREAS);
 - iii) SURFACE WATER LOCATIONS, INCLUDING SPRINGS, WETLANDS, STREAMS, LAKES, WATER WELLS, ETC., ON OR WITHIN TWO HUNDRED (200) FEET OF THE SITE, INCLUDING THE BOUNDARIES OF WETLANDS OR STREAM CHANNELS AND FIRST SUBSEQUENT NAMED RECEIVING WATER(S) THE APPLICANT INTENDS TO FILL OR RELOCATE FOR WHICH THE APPLICANT IS SEEKING APPROVAL FROM THE ARMY CORPS OF ENGINEERS AND/OR OHIO EPA;
 - iv) THE GENERAL DIRECTIONS OF SURFACE WATER FLOW OVER THE ONE HUNDRED 100 YEAR FLOODPLAIN, THE LIMITS OF THE ONE HUNDRED 100 YEAR FLOODPLAIN AND THE FLOODWAY; AND
 - v) ALL IMPROVEMENTS, INCLUDING BUILDINGS, RETAINING WALLS, SIDEWALKS, STREETS, PARKING LOTS, DRIVEWAYS, UTILITIES AND STORMWATER BASINS, DRAINAGE IMPOUNDMENTS, CHANNELS AND OUTLETS, ETC.
- e) AN ESTIMATE OF THE IMPERVIOUS AREA AND PERCENT IMPERVIOUSNESS CREATED BY THE EARTH DISTURBING ACTIVITY.

D. EASEMENTS

BE AWARE THAT YOUR PROPERTY MAY INCLUDE RECORDED EASEMENTS, INCLUDING BUT NOT LIMITED TO UTILITY EASEMENTS, AND THE PROPERTY OWNER IS SOLELY RESPONSIBLE FOR LOCATING ALL RECORDED EASEMENTS. THE PROPERTY OWNER ASSUMES ALL RISK WHEN CONSTRUCTING A BUILDING WITHIN A RECORDED EASEMENT. SUCH BUILDING MAY REQUIRE RELOCATION OR REMOVAL AT THE OWNER'S EXPENSE FOR SCHEDULED OR EMERGENCY MAINTENANCE, REPAIR, OR REPLACEMENT WITHIN THE EASEMENT. CONTACT THE COUNTY AUDITOR OR RECORDER'S OFFICE FOR A COMPLETE LISTING OF RECORDED EASEMENTS ON YOUR PROPERTY.