



Jerome Township
Union County, Ohio

9777 Industrial Parkway
Plain City, Ohio 43064
Office (614) 873-4480
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Zoning Certificate

Application Form

Office Use Only:	
Application #: _____	Date: _____
Fee: \$ _____	Check #: _____

A. Applicant Information:

Applicant Name: _____ Date: _____

Mailing Address: _____

Phone: _____ Email: _____

B. Property Information:

Property Address: _____

Name of Property Owner: _____

Parcel ID # (s): _____

Property Acreage: _____ Subdivision Name / Lot # : _____

C. Current Zoning District / Use:

- AG (Agricultural)
- RU (Rural Residential)
- LDR (Low Density Residential)
- MDR (Medium Density Residential)
- ORM (Office, Research, Medical)
- COM (Commerce)
- LR (Local Retail)
- RR (Regional Retail)
- SRE (Special Recreation)
- OS (Open Space)
- PD (Planned Development)

Present Use:

- Vacant / Undeveloped Lot
- Single Family Residential
- Commercial
- Other _____

D. Purpose of Application:

- | | |
|--|---|
| <input type="checkbox"/> Residential - New Construction | <input type="checkbox"/> Change of Use / New Tennant |
| <input type="checkbox"/> Residential - Additions | <input type="checkbox"/> Deck / Patio (Circle One) |
| <input type="checkbox"/> Commercial - New Construction | <input type="checkbox"/> Swimming Pool (Circle One: In ground / Above Ground) |
| <input type="checkbox"/> Commercial Additions (buildings, parking, etc.) | <input type="checkbox"/> Fences |
| <input type="checkbox"/> Accessory Building(s) / Garages / Sheds | <input type="checkbox"/> Other: _____ |

Proposed Use: _____
(If a change of use or new tenant in an existing structure is selected)

E. Existing and/or Proposed Building and Lot Conditions:

Lot Size: _____ Lot Coverage: _____
(In Square Feet or Acres) (Total Ground Coverage of Existing / Proposed Structures in Square Feet)

Main Road Frontage (Lot Width): _____ Lot Depth: _____
(In Linear Feet at the Building Setback Line)

Setback from Property Lines: (List the required setbacks per zoning and the setbacks provided on plan)

Front Yard:	Required _____	Shown on Plan _____
Rear Yard:	Required _____	Shown on Plan _____
Side Yard:	Required _____	Shown on Plan _____
Side Yard:	Required _____	Shown on Plan _____

Square Footage of New Construction / Building Addition:

1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____ Total: _____

Dimensions of Proposed Construction: Length _____ Width _____
(Provide general dimensions of proposed building, addition, deck / patio, swimming pool, or accessory building)

Number of Stories: _____ Building Height: _____ Parking Required _____ Parking Provided _____

Accessory Building Square Feet: _____ Total Number of Accessory Buildings _____

F. Applicants Affidavit:

The Applicant is hereby advised that, once the application is accepted by the township, the fee is non-refundable. It is understood and agreed by the applicant that this permit, if approved, is subject to the requirements of the Jerome Township Zoning Resolution and all uses of the property must be in compliance with this application and with the Zoning Resolution. The filing of false information, and/or failure to comply with the requirements of the Zoning Resolution, shall constitute sufficient grounds for the revocation of this permit by the township.

Applicant Name (Print): _____ Date: _____

Applicant Signature: _____

(If different from the Applicant)

Property Owner Name (Print): _____ Date: _____

Property Owner Signature: _____

G. Filing Instructions / Information Required:

- 1. For a change of use, or new tenant in an existing structure, when no changes to the site or structure are required, the Applicant shall fill out Sections A, B, C, D, and F and submit the following:
 - a. Two (2) copies of a site plan, or a plot plan from the county auditor, showing the existing site and highlighting the portion or sections of the existing building to be occupied by the new use / tenant.
- 2. For residential applications (including new homes, additions, accessory structures, decks / patios, pools, and fences) the Applicant shall fill out all sections of the application and submit the following:
 - a. Two (2) copies of a plot plan or site plan drawn to scale showing the following information (If large size drawings are to be submitted for scale the applicant shall also provide Two (2) 11x17 reductions.):
 - i. Existing site conditions including property lines, rights-of-way lines, existing and proposed streets, setbacks, and all easements.
 - ii. Exact location of the proposed construction with general dimensions and their relationship to the required setback lines.
 - iii. Front, side, and rear elevations of the proposed house or structure labeling proposed materials.
 - iv. Location and design of any required security fencing for pool applications.
- 3. For all Commercial applications requiring new construction, additions, or changes to the site, the Applicant shall fill out all sections of the application and submit the following:
 - a. Two (2) copies of plot plans or site plans drawn to scale showing the following information (If large size drawings are to be submitted for scale the applicant shall also provide Two (2) 11x17 reductions.):
 - i. Existing site conditions including property lines, rights-of-way lines, existing and proposed streets, setbacks, and all easements.
 - ii. Exact location of the proposed construction with general dimensions and their relationship to the required setback lines including parking and circulation areas, loading and service areas, outdoor storage areas, dumpsters and utility equipment, and security fencing.
 - iii. Total number and arrangement of parking spaces meeting the requirements of the Jerome Township Zoning Resolution and the requirements of the Americans with Disabilities Act.
 - iv. A landscape plan showing all required landscaping both existing and proposed, buffering, screening, parking lot landscaping, and proposed location of any signage. Landscaping should be indicated on plan by type of plant, size at installation, proposed quantities, and proposed spacing.

Jerome Township Use Only:

Zoning Office Comments: _____

Action Taken on Application: _____ Date of Action: _____

 Jerome Township Zoning Officer