



# Application for a Zoning Permit

Monroe Development Department  
233 South Main Street, Monroe, Ohio 45050  
Phone: 513-539-7374  
[www.monroeoohio.org](http://www.monroeoohio.org)

## For Staff Use Only

Submittal Date:

Date Application Determined Complete:

Fee Paid:

Staff Initials:

Application/Case Number:

## Review Information

1. This application should be used for any development that requires a zoning permit including, but not limited to, new buildings, a new business or change of use, accessory buildings and uses, home occupations, fences, outdoor sales/displays, outdoor storage, and temporary uses. See Section 1203.12 of the Monroe Planning and Zoning Code for additional information on the permit requirements.
2. The installation of new fences and walls requires a zoning permit. Requirements for fences and walls are located in Section 1204.05(A)(e).
3. Certain **accessory** uses and structures require a zoning permit, including but not limited to, new accessory buildings, outdoor sales/displays, outdoor storage, and home occupations. See Section 1205.01 to determine if a permit is required.
4. Certain **temporary** uses and structures require a zoning permit. See Section 1205.02 to determine if a permit is required.
5. The applicant is responsible for obtaining a building permit or, where such permit is not required, completing all relevant work, within 180 days of the date the zoning permit is approved or the approval shall expire. A permit for a temporary use shall expire on the date listed under the Zoning Permit Approval section. See Section 1203.12(I) for additional information.

## Basic Project and Site Information

Project Address:

County:  Butler  Warren Total Lot Area:

County Tax Parcel ID: Project Cost:

Existing Zoning District:

Number of Full Time/Part Time Employees (required for business applications):

Project Type:

<input type="checkbox"/> New Building	<input type="checkbox"/> Expansion of Existing Structure	<input type="checkbox"/> New Business or Use (change of use)
<input type="checkbox"/> Fence	<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Outdoor Sales, Display, or Storage
<input type="checkbox"/> Other Accessory Use or Structure		<input type="checkbox"/> Temporary Use/Event
<input type="checkbox"/> Mobile Food Vending Service		

## Applicant Information

Applicant Name:

Contact Person:

Contact Address:

Contact Phone Number: Contact Fax Number:

Contact E-Mail:

Property Owner Name:

The applicant may attach a separate sheet with contact information for additional people, if necessary (e.g., additional owners, registered engineer, landscape architect, etc.). The same contact information shall be provided for each contact name.

Project Address or Tax Parcel ID:

**Additional Project Information**

**1) Please describe, in detail, the proposed use, project, building, or structure.**

**2) If an accessory use/structure is proposed, how many are currently on the property?**

**3) What are the anticipated start and completion dates for the project? If this is a temporary use or structure the completion date shall be the date when the use or structure is no longer on the proposed site.**

**4) What is the name of the business or project, if applicable?**

**5) For proposed home occupations only:**

Will the proposed occupation be conducted entirely within the dwelling unit?  Yes  No

What is the total square footage of the home?

What is the proposed square footage of the home to be used for the home occupation:

Will there be any employees who do not reside in the same dwelling?  Yes  No

If yes, how many employees reside outside of the dwelling?

**6) Check any relevant procedural reviews applicable to this project:**

Conditional Use  Variance  Administrative Waiver  Alternative Equivalent Compliance

**If you checked any of the above procedures, please provide specific details on what you are seeking to have approved through the applicable review procedure?**

Project Address or Tax Parcel ID:

**Certification and Signatures**

**Applicant Signature** - I certify that, to the best of my knowledge, the information contained in this form and within any attachments is correct and truthful. I understand that knowingly falsifying this information may be grounds for the denial or revoking of this application and any other review applications.

Print Name:

Signature:

Date:

**Property Owner Signature** - If the property owner is not the named applicant on this form, the property owner shall sign the form below acknowledging that the applicant is an authorized agent of the property owner as it relates to proposed project. If the application is for multiple properties, a signature from each property owner is required.

Print Name:

Signature:

Date:

Note: A letter signed by the property owner, authorizing the applicant to act on their behalf may be submitted in lieu of the property owner's signature on this form.

**Zoning Permit Approval – Development Department Staff ONLY**

The signature below authorizes only that work that was  APPROVED  DENIED as part of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Spoils from excavation (concrete/earth) shall be removed from site. No backfill/placement of excavation in drainage areas. No drainage esmnts/paths shall be altered from original plot plan approved when structure was built. ROW permit required for construction access outside property drive/curb/walk. ROW permit required for work in public right-of-way.***

Comments:

**Zoning Compliance Inspection – Development Department Staff ONLY**

A zoning compliance inspection may be required for certain work authorized by this zoning permit (primarily development or changes of use in a nonresidential building). See Section 1203.12(D)(3) for applicability. Where required, the Code Enforcement Officer must sign below prior to occupancy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

## Submittal Requirement Checklist

### Digital Submittal Requirements

- All document applications shall be submitted in a compatible electronic format to [planning@monroeohio.org](mailto:planning@monroeohio.org).

#### General Information- If not submitted electronically, paper copies no larger than 11x17 are accepted.

(Additional forms may be necessary for conditional use, variance, administrative waiver, & alternative equivalent compliance)

- Zoning Permit Application form

- Application fee

- Any additional information determined to be necessary by the Development Department

#### Nonresidential - New Building or Expansion of an Existing Structure (Refer to the Site Plan Application)

- A scaled site layout plan or map illustrating all existing or proposed buildings, structures, driveways, and impervious surfaces. Such plan shall include dimensions of setbacks from all lot lines and any other dimensions required to demonstrate compliance with the requirements of the applicable zoning district

- For any new construction (building or expansion), **that does not require Planning Commission site plan review**, the applicant shall provide elevations of the building façade to illustrate compliance with the applicable architectural standards identified in Chapter 1210

#### Nonresidential – New Business or Change of Use (Not Reviewed through a Site Plan Review)

(1 copy 11x17 size if paper copy submitted)

- A scaled site layout plan or map illustrating all existing buildings, structures, driveways, parking spaces, loading spaces, stacking spaces, and landscaping to demonstrate compliance with applicable standards – The Code Enforcement Officer may waive this requirement if it is determined that the change in use or intensity of the use is not significant

#### Residential - New Building or Expansion of an Existing Structure (1 copy 11x17 size if paper copy submitted)

- For all new residential dwellings or expansions** - A scaled site plan or map illustrating the proposed buildings, structures, and driveways and the required setback lines

- For all residential construction in districts other than the R-1 District** – Elevations of the proposed building or expansion illustrating compliance with the applicable architectural standards

- For new residential dwellings or expansions in the R-1 District** – If the applicant is proposing to utilize building materials similar to surrounding properties, the applicant shall provide photographs of all similar uses along the same block face (same side of road, between intersection roads)

#### Fences and Walls (1 copy no larger than 11x17 if paper copy submitted)

- A scaled site layout plan, map, or survey illustrating the lot lines and the proposed location and height of any new or expanded fencing. The plan shall note if there is will be any man-made earth mounds or berms to be located below the fencing

- Information or examples regarding the type (style) of fencing and the fence materials

- A letter or notation on the plan, map, or survey, that the finished side of the fence will be oriented away from the applicable site to face the neighboring lots

#### Home Occupation (1 copy no larger than 11x17 if paper copy submitted)

- A signed handout acknowledging that the applicant has read and understands the performance standards and regulations applying to home occupations as identified in Section 1205.01 (G)(10)

#### Outdoor Display, Sales, or Storage (1 copy no larger than 11x17 if paper copy submitted)

- A letter stating the days and hours of operation of any area to be used for outdoor displays, sales, or storage

- A scaled site layout plan or map illustrating existing buildings, sidewalks, and the location of any areas that will be used for outdoor display, sales, or storage areas

- Any additional information necessary to show compliance with the applicable sections of the Monroe Planning and Zoning Code including, but not limited to, Section 1205.01(G)(13) for Outdoor Sales and Display and/or Section 1205.01(G)(14) for Outdoor Bulk Storage

## Submittal Requirement Checklist

### Accessory Use or Structure (1 copy no larger than 11x17 if paper copy submitted)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | A scaled site layout plan or map illustrating all existing or proposed buildings, structures, and driveways. Such plan shall include dimensions of setbacks (for the proposed accessory use or structure) from all lot lines and any other dimensions required to demonstrate compliance with the requirements of the applicable zoning district |
| <input type="checkbox"/> | Information about the predominant building materials on the principal building and the proposed accessory building to demonstrate compliance with the architectural requirements of Chapter 1210   |

### Temporary Use or Structure (1 copy no larger than 11x17 if paper copy submitted)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | A scaled site layout plan or map illustrating where the temporary use or structure will be located |
|--------------------------|--|

### Mobile Food Vending (1 copy no larger than 11x17 if paper copy submitted)

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | A scaled site layout plan or map illustrating the proposed operational locations in relation to all existing buildings, existing parking spaces and aisles, any existing restaurants within 150 feet of the proposed site, trash receptacles location, and any residential areas within 150 feet. |
| <input type="checkbox"/> | A signed letter from each restaurant owner within 150 feet of the proposed location indicating consent for the mobile food vending unit.  |
| <input type="checkbox"/> | A signed copy of the Mobile Food Vending Service handout acknowledging the City's codes and regulations for mobile food vending services.   |