

**ZONING CERTIFICATES, GENERAL
APPLICATION PROCEDURES AND FEES**

20-1 ZONING CERTIFICATE.

Except as expressly provided otherwise in this Resolution, no land shall be occupied or used and no building, structure or sign shall be located, constructed, reconstructed, enlarged or structurally altered, nor work commenced upon the same, nor occupied or used in whole or part for any purpose whatsoever until the Administrative Official or Inspector has issued a Zoning Certificate. The Zoning Certificate shall state the zoning districts in which the proposed use is located and that the proposed uses and structures comply with the provisions of this Resolution. The Zoning Certificate shall also identify whether the proposed use is a Permitted Use, a Planned Unit Development, a Conditional Use, a Redevelopment Exception or a Nonconforming Use. No change of use shall be made in any building or part thereof, now or hereafter located, constructed, reconstructed, enlarged or structurally altered, without the issuance of a Zoning Certificate. No Zoning Certificate shall be issued to make a change unless the changes are determined to be in conformity with the provisions of this Resolution.

20-1.1 Application for Zoning Certificate.

Application for a Zoning Certificate of the type required by the provisions of this Resolution shall be made to the Zoning Administrator or Inspector prior to the application for a construction permit at the Department of the Building Commissioner for Hamilton County. A record of all Zoning Certificates issued shall be kept on file in the office of the Zoning Administrator and copies shall be furnished on request to any person having a proprietary or tenancy interest in the property or building affected.

20-1.2 Zoning Compliance Plan.

Each application for a zoning certificate shall be accompanied by a specified number of zoning compliance plans and construction drawings, drawn to scale. All dimensions shown on these plans relating to the location and size of the lot to be built upon shall be based on an actual survey by a registered surveyor. The lot and location of the building or structure thereon shall be staked out on the ground before construction is started.

Prior to issuance of the first zoning certificate (except zoning certificates for entry walls, construction trailers or other accessory or temporary uses) for the development or redevelopment of any multi-tenant condominium development or multi-tenant condominium structure (including consolidation or division of units within a structure), all building, floor and unit numbers for the entire development, shall be included on the Zoning Compliance Plan.

20-1.3 Fee.

The fee for a Zoning Certificate shall be established, from time to time, by the Board of Trustees upon recommendation of the Administrative Official.

20-1.4 Period of Validity.

Subject to an extension of time by the Administrative Official, no Zoning Certificate shall be valid for a period longer than one (1) year unless a building permit application is submitted in compliance with the zoning certificate.

20-2 GENERAL APPLICATION PROCEDURES.

All applications for zoning amendments, Zoning Certificates, or any other type of approval required by the provisions of this Resolution shall be submitted in accordance with the following procedures.

20-2.1 Application.

Submission of an application on a form or forms provided by the Administrative Official shall be required for zoning amendments, Zoning Certificates, or any other type of approval required by the provisions of this Resolution.

20-2.2 Determination of Completeness of Any Application.

Within eight (8) days after receipt of an application for an approval described in Section 20-2.1, the Administrative Official shall determine if the application is complete. If the applicant is unable to furnish the required plans, fees or forms, then the applicant will be notified.

20-2.3 Effect of Determination.

The time limits for completion of the application review and the rendering of a final decision or Certification of Compliance as provided for specifically in the chapters of this Resolution governing approvals of zoning amendments, Zoning Certificates, or any other type of approval required by the provisions of this Resolution, shall commence on the date that the Administrative Official determines that the application is complete.

20-3 FEES.

A schedule of non-refundable fees in connection with applications for a zoning amendment, a Zoning Certificate, or any other type of approval required by the provisions of this Resolution shall be established by the Board of Trustees and revised from time to time upon recommendation by the Administrative Official. The current Fee Schedule shall be made available upon request at the office of the Administrative Official.

20-4 ZONE DISTRICT CERTIFICATION.

The existing zoning of a specified parcel or parcels can be certified by the Administrative Official upon receipt of the applicable fee and a written request to the Zoning Commission specifying the property's Book, Page and Parcel number and street address.

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