



ZONING CERTIFICATE APPLICATION

Please complete the following form and submit all requested material with your application. Materials submitted will be retained for the public record on this property. Applicants are encouraged to retain a copy for their own records. Incomplete or inaccurate applications may cause delays in processing.

In addition to this completed application, please provide full resolution digital copies of any required plans OR (2) copies of paper plans (11x17 preferred) that illustrate the requirements listed at the bottom of this page.

Property Information			
PROPERTY ADDRESS:		PARCEL NUMBER (REQUIRED IF NO ADDRESS)	
Applicant and Owner Information			
APPLICANT NAME		APPLICANT ADDRESS	APPLICANT PHONE
OWNER NAME		OWNER ADDRESS	OWNER PHONE
Preferred Method of Contact			
PREFERRED CONTACT FOR QUESTIONS OR PICKUP:		APPLICANT EMAIL:	
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> EMAIL	OWNER EMAIL:	
<input type="checkbox"/> OWNER	<input type="checkbox"/> PHONE		
Proposed Project Information			
DESCRIBE PROPOSED CONSTRUCTION TYPE OR USE		PROJECT ESTIMATED COST	
PROPERTY LINE SETBACKS (<i>distances from front/side/rear property line to the proposed structure</i>)		PROJECT HEIGHT	PROJECT DIMENSIONS (L x W)
FRONT _____ SIDE _____ SIDE _____ REAR _____			
PROPOSED PROJECT TOTAL (SQ FT)		# OF PARKING SPACES (IF APPLICABLE)	
FOOTPRINT _____ ALL LEVELS _____			
Existing Structures on property (<i>if applicable</i>)			
TOTAL HEIGHT OF PRIMARY STRUCTURE	PRIMARY STRUCTURE TOTAL SQ FT	EXISTING ACCESSORY STRUCTURES SQ FT	
	FOOTPRINT _____ ALL LEVELS _____	ALL LEVELS _____	
Applicant's Signature			
APPLICANT'S SIGNATURE		APPLICANT'S PRINTED NAME	DATE

Please attach project drawings that illustrate the following: (see information provided on page 2)

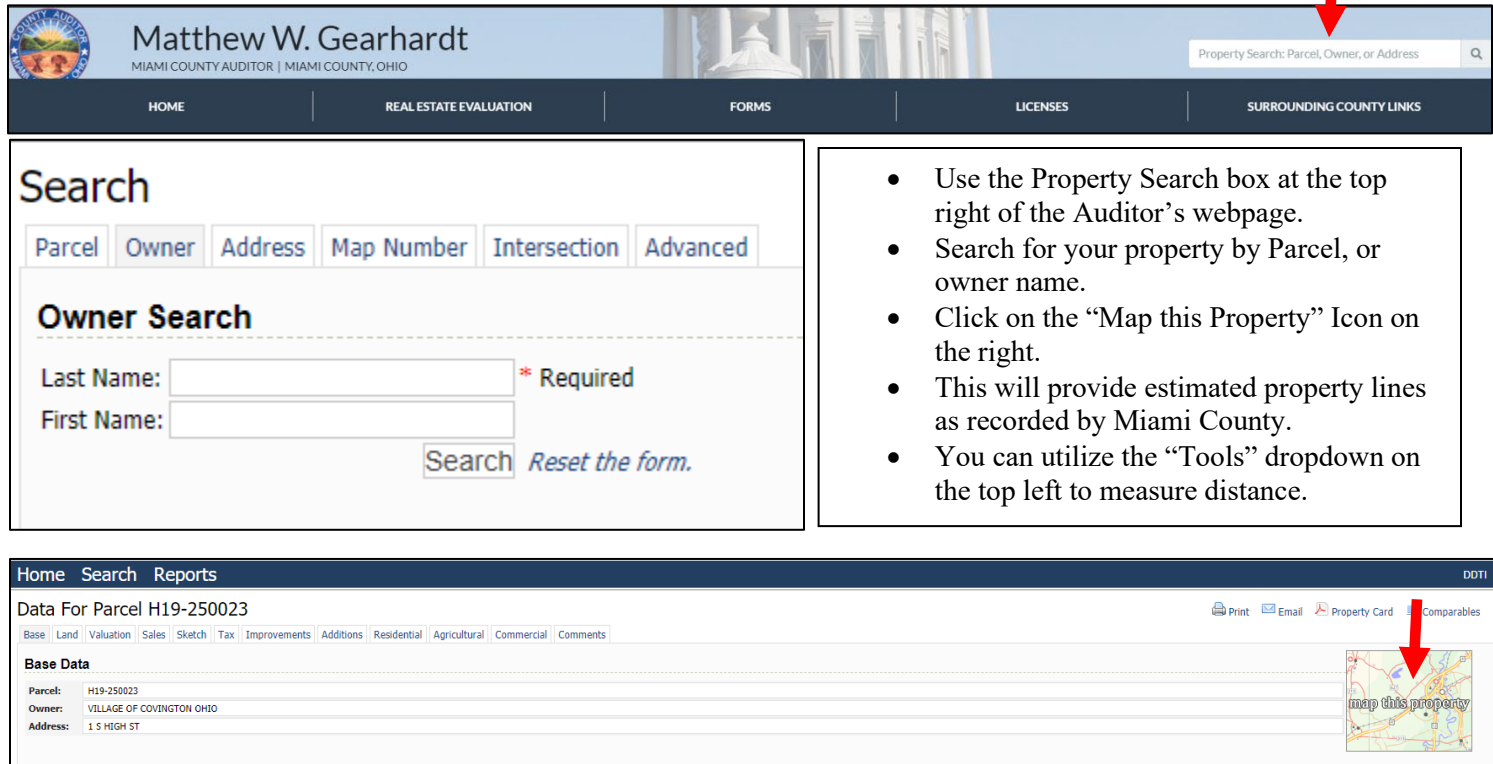
1. The property line boundaries and dimensions of the entire lot and the location of any driveways, adjacent roadways, and location of the primary structure. (See next page for examples.)
2. Please clearly show the location of the property lines and the distance from all property lines to the proposed project.
3. The location and dimensions of the proposed project and any already existing accessory structures on the property.
4. Elevation drawings should illustrate the height of the proposed project and all other façade measurements.

ADDITIONAL INFORMATION FOR COMMERCIAL PROJECTS

Sewage Disposal		
Type:		
Water Connection / Tap / Meter Information		
Detail what water connections / taps / meters are necessary for your project.		
Storm Sewer Management		
How do you intend to provide the required storm water management?		
Parking		
Number of Off-Street Parking Spaces to be provided:		
Detailed Proposed Project Information		
DESCRIBE PROPOSED CONSTRUCTION TYPE OR USE IN FURTHER DETAIL:		
Additional Notes		
Please provide any additional notes necessary.		

Sample Site Plans:

If you are unsure where your property lines are located, you can hire a professional surveyor. You may also look up available property information on the [Miami County Auditor's](https://www.miamicountyauditor.org/) website at <https://www.miamicountyauditor.org/> (see image below).



The screenshot shows the Miami County Auditor's website. At the top, there is a navigation bar with links for HOME, REAL ESTATE EVALUATION, FORMS, LICENSES, and SURROUNDING COUNTY LINKS. A search bar is located in the top right corner, labeled "Property Search: Parcel, Owner, or Address". Below the navigation bar, there is a "Search" section with tabs for Parcel, Owner, Address, Map Number, Intersection, and Advanced. The "Owner Search" tab is selected, showing fields for Last Name and First Name, a "Search" button, and a "Reset the form" link. To the right of the search section, there is a list of instructions:

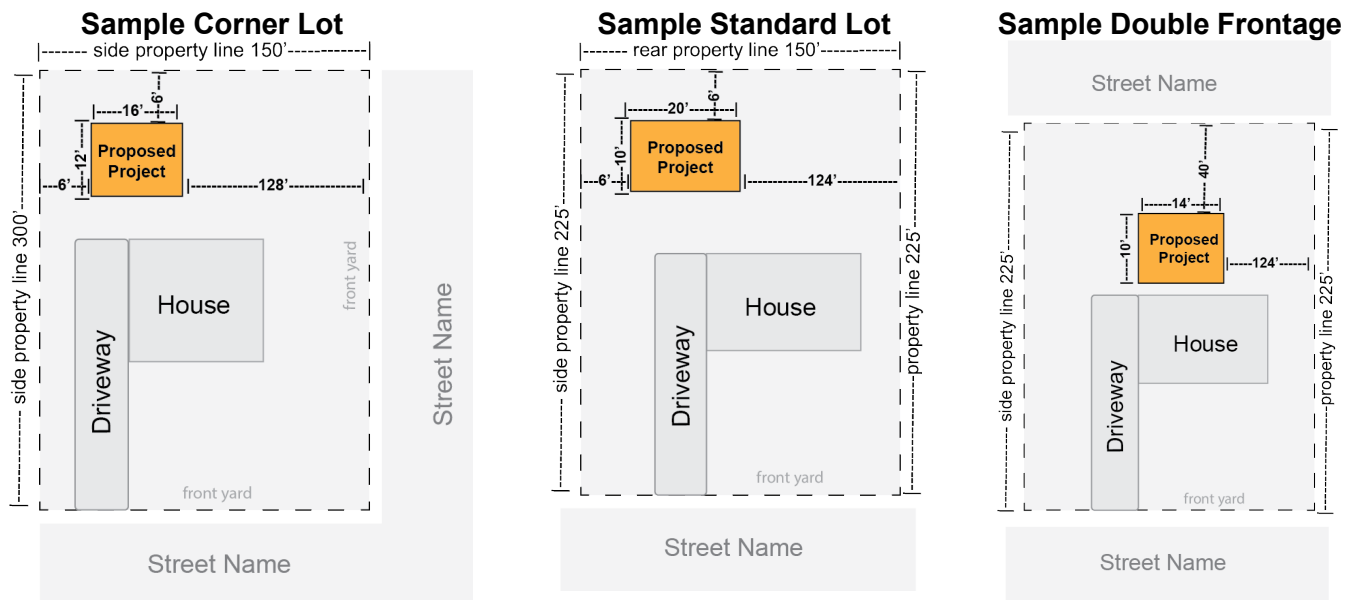
- Use the Property Search box at the top right of the Auditor's webpage.
- Search for your property by Parcel, or owner name.
- Click on the "Map this Property" Icon on the right.
- This will provide estimated property lines as recorded by Miami County.
- You can utilize the "Tools" dropdown on the top left to measure distance.

Below the search section, there is a "Data For Parcel H19-250023" section. It includes a "Base Data" table with the following information:

Base Data
Parcel: H19-250023
Owner: VILLAGE OF COVINGTON OHIO
Address: 1 S HIGH ST

To the right of the data table, there is a "map this property" icon with a red arrow pointing to it.

Sample plans are shown below: Sample drawings will not be accepted as site plans. Samples have been provided as a guide for you to create your own site plan showing each of the requirements that pertain to your unique lot or project. Plans for zoning certificate applications may be hand drawn and need not be to scale.



Other Considerations

- Be sure to contact Miami County Building Regulations to confirm if you need any permits through their office. They can be contacted at (937) 440-8121.