



Commercial Zoning Certificate Application

Application No.: _____

Washington Township Development Services Department
8190 McEwen Road Dayton, Ohio 45458 P: 937.433.0796 F: 937.438.2742

Type of Request: New Construction Addition Use Change Other _____

Property Address: _____

Applicant Name: _____ **Phone No.:** _____

Applicant Address: _____

Property Owner: _____ **Phone No.:** _____

Property Owner's Address: _____

Zoning District: _____ **Contractor:** _____

E-mail Address: _____

Proposed Floor Area: _____ square feet **Proposed Floor Area:** _____ square feet

Proposed Building Height: _____ Feet _____ Inches **Existing Height of Building:** _____ Feet _____ Inches

Proposed Use of Structure: _____

Additional Details: _____

If you have any questions or comments, please contact the Development Services Office at (937) 433-0796.

For a use change request; please provide a letter of intent addressing all associated details and description(s) of the proposed use(s) as an attachment to your application request. This includes, but is not limited to, description of the business, number of employees, square footage to be occupied by use, and any additional information needed to satisfy the regulations of the Washington Township Zoning Resolution.

I hereby certify that the information and statements on this application, or attached hereto, are true and correct. I acknowledge that it is my responsibility to ensure that the proposed project and/or use shall conform to all the provisions of the Washington Township Zoning Resolution. I understand that if the information in this application is not correct or complete, any Zoning Certificate issued may be invalid. I agree to comply with all conditions and requirements that may be imposed by the approval of this application request. Any approval granted by the Township shall expire within one (1) year from the date of approval. I authorize representatives from Washington Township to enter the above-referenced property address to ensure compliance with the Zoning Certificate and any applicable requirements of the Zoning Resolution.

Signature of Owner or Authorized Agent

Date

Department Use Only

Date Received	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modification			
	<input type="checkbox"/> Denied			Staff Signature	Date

Requirements for Commercial Zoning Certificate

Every application for a Zoning Certificate shall be signed by the owner or his agent and shall include the following:

- 1) Four (4) sets of complete plans and drawings, drawn to scale, in black or blue line print, showing:
 - The actual shape and dimensions of the lot to be built upon or to be changed in its use, in whole or in part, including the width of the lot at the setback line. This includes the location of all easements and existing utilities.
 - The exact location (showing distance to lot lines) and size of any building or structure to be erected or altered, and the location and dimensions of all yards, driveways and off-street parking spaces; and if required, parking area diagrams, district buffer strips, drainage, landscaping, lighting, and the location and dimensions of refuse areas.
 - Grading and drainage plan. (Drainage approval from the Montgomery County Engineer's office is required prior to the issuing of the zoning certificate and construction)
 - Location and description of the landscaping and site lighting (existing & proposed)
 - The front, side and rear elevations of the building or structure as it will appear when completed.
 - Dimensions of all structures including the total gross square footage of proposed structures and/or additions.
 - List the present and proposed uses for the premises. Provide the square footage utilized by type of use (office, storage/warehouse, retail, etc.)
 - When no buildings or structures are involved, the location of the present use and proposed use to be made of the lot.
 - For restaurant/drinking establishments - total number of seats/employees
 - Additional information requested to satisfy the standards of the Zoning Resolution.
- 2) The existing and the intended use of each building or structure or part thereof, and a statement that the proposed use will meet every requirement of the Washington Township Zoning Resolution.
- 3) If a multi-family residential building, the number of dwelling units the building is designed to accommodate.
- 4) Any other information as requested by Washington Township.

Granting of a Zoning Certificate

The Development Services Department shall issue a Zoning Certificate after the application has been approved. You will receive three (3) approved copies of the plot plan and three (3) copies of the Zoning Certificate. These are to be included in your application to Montgomery County Building Regulations for a building permit if applicable. The lot and the location of the building thereon shall be staked out on the ground before construction is started. Please call the Development Services Office at (937) 433-0796 to schedule an inspection.

If the property is located on a public street and any work is to be conducted within the right of way (sidewalk, drive approach, curb, Etc.) a bond must be posted and on file with the Washington Township Public Works Department. Contact Washington Township public works staff at 937-433-0151.

Building Permit

After you have received your Zoning Certificate approval, you may need to secure a Montgomery County Building Permit. Washington Township now offers the convenience of a Montgomery County Building Regulations satellite office in the Development Services Office. You have the option of applying for the building permit at this location or the main office at 451 W. Third St. 10th floor. At either location you will need two (2) copies of the approved plot plan and Zoning Certificate plus the requirements of Montgomery County.

If you have any questions or comments about this process or need any other zoning assistance please call Washington Township staff at 937-433-0796.

Commercial Zoning Certificate Fees

Commercial Request	\$.07/Sq. Ft. (\$500.00 Min.) - New Commercial
	\$.07/Sq. Ft. (\$200.00 Min.) - Commercial Alteration
	\$25.00/Room (\$200.00 Min.) - Hotel, Motel

Temporary Use	\$50.00
Zoning Confirmation Letter.....	\$50.00
Accessory Structures	\$100.00
Home Occupation	\$25.00
Use Permit	\$100.00
Demolition Permit.....	\$50.00

Washington Township accepts
Visa/MasterCard, cash or check.
Please make checks payable to
“Washington Township Trustees”