

Requirements for Zoning Certificate

Most construction projects within Washington Township will require zoning and/or building approval prior to any construction. Projects such as building additions, alterations or new construction will typically require some level of review by the Township. Further information regarding specific requirements can be obtained at the Township's web site, www.washingtontwp.org where the zoning resolution is posted or by contacting the Development Services Department at (937) 433-0796.

The following information must accompany the zoning application form.

Residential:

(3) Copies of Plot Plan: to scale (Development Services (937) 433-0796 has plot plans available for many houses built after 1957)

- The actual shape and dimensions of the lot
- Exact location and size (showing distances to lot lines) of existing and proposed structures
- Dimensions of all structures
- Location of all easements and existing utilities
- Total square feet of finished area and unfinished area of all proposed structures

Elevation Drawings:

- Drawings of the front, side, and rear elevations of the proposed structure(s) as they will appear when completed.

Bond Requirements:

- If the property is located on a public street and any work is to be conducted within Washington Township right of way (Sidewalk, Drive Approach, Curb, Etc.) a bond must be posted and on file with the Washington Township Public Works Department. Contact Diane Smith at (937) 433-0151 for information on the bond process.

Fees:

Applicable filing fees as established by the Washington Township Trustees. Please make checks payable to "Washington Township Trustees".

Washington Township accepts Visa/MasterCard, cash or check.

After your permit application has been processed you will receive two (2) copies of the approved plot plan and two (2) copies of the Zoning Certificate. These are to be included in your application to Montgomery County Building Regulations for a building permit.

Commercial:

Four (4) copies of the site plan(s) that shall include the following:

- The actual shape and dimensions of the lot
- Exact location and size (showing distance to lot lines) of existing and proposed structures, access drives and parking 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)
- Dimensions of all structures
- Location of all easements and existing utilities
- Total gross square footage of proposed structures
- Net square footage listed by type of use (office, storage/warehouse, retail, etc.)
- For restaurant/drinking establishments - total number of seats/employees
- The present and proposed uses.

Elevation Drawings:

- Four (4) drawings of the front, side, and rear elevations of the proposed structure(s) as they will appear when completed

Bond Requirements:

- If the property is located on a public street and any work is to be conducted within Washington Township right of way (Sidewalk, Drive Approach, Curb, Etc.) a bond must be posted and on file with the Washington Township Public Works Department

Fees:

- New Construction: \$1.00 per \$1,000.00 of valuation based on the BOCA rates for cost of construction per square feet
- Change of use/Certificate of Zoning Compliance: \$20.00

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After your permit application has been processed 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.

Signs:

Permanent:

Three (3) copies of the site plan(s) that shall include the following:

- Plot plan showing the actual shape and dimensions of the lot
- Exact location and size of existing and proposed signs
- Distances from lot lines of all existing and proposed signs
- Location of all easements and existing utilities

Elevation Drawing(s):

- Three (3) copies of drawings indicating where the proposed signs will be located as well the location of existing signs with the overall height of all (existing and proposed) signs shown on the drawing

Sign Drawing(s)

- Three (3) copies of drawings showing detailed dimensions of proposed sign(s)

Fees:

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After your permit application has been processed you will receive two (2) approved copies of the plot plan and two (2) copies of the Zoning Certificate. These are to be included in your application to Montgomery County Building Regulations for a building permit.

Temporary:

Two (2) copies of the site plan(s) that shall include the following:

- Plot plan showing the actual shape and dimensions of the lot
- Exact location and size of existing and proposed signs
- Distances from lot lines of all existing and proposed signs
- Location of all easements and existing utilities

Sign Drawing(s)

- Two (2) copies of drawings showing detailed dimensions of proposed sign(s).

Fees:

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