

**APPLICATION FOR ZONING PERMIT
MILLCREEK TOWNSHIP UNION COUNTY OHIO**

Permit Number: _____

Application Date: _____

Application for: _____ New Construction _____ Addition _____ Remodel

Property Owner Name: _____

Address of Owner: _____

Phone: _____ Cell Phone: _____

1. Address of Property (if different from above): _____

2. Parcel Number: _____

3. Current Zoning District: _____

4. Subdivision Name: _____

5. Acreage: _____ Lot Area (sq ft): _____

6. Name of Contractor: _____ Phone: _____

7. Please describe the building height and property lines below after proposed construction:

a. Building Height (in feet): _____ # of Stories: _____

b. Total Building Area (footprint sq ft): _____

c. Percentage of lot to be occupied by buildings: _____

d. Road frontage: _____ ft. Lot width at building line: _____ ft.

e. Front yard setback: _____ ft. Rear yard setback: _____ ft.

f. Side yard clearance (Facing structure from street): Left _____ ft. / Right _____ ft.

8. Please list the proposed square footage (of building requested in this application):

a. 1st Floor _____ (sq ft) 2nd Floor _____ (sq ft) Attic/3rd Floor _____ (sq ft) Lower level _____ (sq ft)

b. Total Finished Living Area (sq ft): _____ (Add items in 8a. to arrive at this figure)

c. Garage _____ (sq ft) Porch _____ (sq ft) Deck _____ (sq ft)

d. Total Area Under Roof: _____ (sq ft) (Add items 8b and 8c to arrive at this figure)

For Commercial Permits Only:

Reviewed and Approved by Millcreek Fire Prevention Officer or Millcreek's Fire Department Representative:

Printed Name: _____

Signature: _____ Date: _____

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

1. Site plans in triplicate showing the name and address of property owner, drawn to scale (preferably on 8-1/2 x 11", 8-1/2 x 14" or 11 x 17" paper) showing all property dimensions and the shape of the lot to be built upon; the exact size and location of existing buildings on the lot, if any; and the location and dimensions of the proposed building(s) or alteration including building heights, dimensions and square footage.
2. Three sets of floor plans on 8-1/2 x 11", 8-1/2 x 14" or 11 x 17" paper, showing floor plans of all finished living area plus garages and covered porches, decks, carports, accessory buildings, etc.
3. Legal description and survey drawing
4. Vicinity map
5. A list of the names and addresses of all property owners contiguous to or directly across the street (road) from the proposed rezoning area.
6. One copy of your Union County Health Permit if using on-site sewage treatment.
7. One copy of your Union County driveway permit issued from the County Engineer's Office.
8. All new commercial structures, additions and/or remodeling of commercial structures require the application to be reviewed and approved by Millcreek Fire Prevention Officer or Millcreek's Fire Department Representative Township Fire Department
9. Any other information that may be necessary to determine conformance with, and provide for the enforcement of the Millcreek Zoning Resolution as determined by the Millcreek Zoning Inspector.
10. For commercial applications please also include:
 - Proposed traffic patterns showing public and private streets and other transportation facilities
 - Number and location of off-street parking spaces, refuse areas, and loading berths if applicable.
 - Preliminary lighting and landscaping plans including location and intensity of proposed lighting.
 - Description of the provisions and location for water, sanitary sewer and surface drainage with engineering feasibility studies or other evidence of reasonableness.

INSTRUCTIONS TO & CERTIFICATION BY THE APPLICANT:

1. Make checks payable to "Millcreek Township." Fee due is based on Millcreek Township Zoning Fee Schedule.
 2. Fees paid are non-refundable.
 3. If approved the Zoning Permit shall expire one year after issue date.
 4. If, after approval, work has not begun within six months or is substantially complete within 12 months the Zoning Permit may be revoked by the Zoning Inspector.
 5. Contact the Zoning Inspector for inspections: a) Staking inspection required prior to digging; b) Compliance inspection required at completion prior to occupancy
 6. Structure will not be occupied or used until a Certificate of Compliance has been issued by the Millcreek Township Zoning Inspector.
 7. Any changes to the plans or placement of said structures require construction be halted and a new site plan submitted for approval by the Zoning Inspector.
 8. The Zoning Permit, if approved, is conditioned upon the truthfulness and completeness of the application. Should the information contained in this application be determined to be inaccurate or misrepresentative then the permit or use may be withdrawn by the Millcreek Board of Zoning Appeals.
 9. All documentation provided with the application shall become part of the application and public record.
- Applicant certifies that all information contained herein is true and accurate and is submitted to induce the issuance of the Zoning Permit. I have reviewed the Millcreek Zoning Resolution and I understand and agree to the terms of this document and I hereby attest to the truthfulness and exactness of all information supplied in the application. . Should the information contained in this application be determined to be inaccurate or misrepresentative, then the permit or use may be withdrawn by the Millcreek Board of Zoning Appeals.

Signature of Applicant: _____

Application Number: _____

Property Address: _____

Applicant Name: _____

ZONING PERMIT REVIEW NOTES (To be completed by Zoning Inspector)

Date Application Received: _____ Fee Amount Collected: _____

Method of Payment: _____ Check #: _____

Date Application Ruled on: _____ Check to Twp Clerk: _____

Upon the basis of this application the proposed construction ____ (is) ____ (is not) found to be in accordance with the Millcreek Township Zoning Resolution and/or the Ohio Revised Code, Section 519, and is hereby ____ (Approved). ____ (Rejected).

Comments / Reason for refusal: _____

Permit # Issued: _____

Signature: _____ Date: _____
Millcreek Township Zoning Inspector

Date Staking Inspection Requested: _____

Date Staking Inspection Completed: _____

Comments: _____

Date of Property Inspection: _____

Date Final Inspection Requested: _____

Date Final Inspection Completed: _____

Comments: _____

Zoning Certificate Issued: YES NO