



City of **WHITEHALL**

Opportunity is Here

360 South Yearling Road, Whitehall, Ohio 43213

(Phone) 614-237-8612 (Fax) 614-338-3119 www.whitehall-oh.us

APPLICATION FOR ZONING COMPLIANCE OR OCCUPANY REGISTRATION

Application #: _____

Date & Time: _____

This application will help us determine how to proceed with making sure the building or space you wish to occupy is safe and complies with zoning code requirements.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Site Location	City	State	Zip

Business name

Business Owners name	Business Owners address	City	State	Zip

Business Owners phone	Business Owners E-mail

Property Owners name	Property Owners address	City	State	Zip

Property Owners phone	Property Owners e-mail

Emergency Contact name	Emergency Contact Address	City	State	Zip

Emergency Contact Phone	Emergency Contacts Email

Square Footage of the building or space you wish to occupy? _____ sq. ft.

Described the business you are requesting: (please be detailed) _____

I UNDERSTAND THAT I CANNOT OCCUPY SAID LOCATION UNTIL A CERTIFICATE OF ZONING COMPLIANCE HAS BEEN ISSUED.

Owner or/Representative Signature

Date

NO DRAWINGS ARE REQUIRED FOR OCCUPANCY REGISTRATION ONLY DEVELOPMENT MEETING THE REQUIREMENTS BELOW

OFFICE Use Only

Zoning Code Reference: _____ NOTES: _____

_____ Building Inspector	_____ Date	_____ Service Director	_____ Date
Occupancy Fee	\$125.00	\$	
Application Fee	\$100.00	\$	
(New Development only)			
Plan review Fee	\$75.00/hr	\$	
(New Development only)			
TOTAL FEES		\$	

No land, building or structure, in whole or in part, shall be used or occupied until the Service Director or his designee has issued an approval in the form of a Certificate of Zoning Compliance in compliance with this section.

PROVIDE 2 COPIES OF SITE PLAN, LANDSCAPE PLAN AND FULL COLOR RENDERINGS OF ELEVATIONS ALONG WITH ANY OTHER DRAWINGS OR MATERIAL SAMPLES THAT WILL HELP IN REVIEW FOR COMPLIANCE WITH THE ZONING CODE

1128.04 ZONING COMPLIANCE PERMIT AND LAND USE CERTIFICATE REQUIRED.

- (a) A Zoning Compliance permit issued by the Service Director or his designee shall be *required* for compliance with the zoning requirements for:
- (1) All new, non-residential development;
 - (2) All new housing developments, including but not limited to new single family lots, two-family lots and multi-family lots;
 - (3) The expansion or redevelopment of a building's gross floor area by more than fifty-percent (50%) over a three year period shall subject the entire parcel to all the provisions herein;
 - (4) Exterior alteration, enhancement, or reconfiguration of a building, other than that listed above;
 - (5) All existing commercial or industrial sites involving a change in use or occupancy and requiring a certificate of occupancy;
 - (6) The construction or installation of a parking lot is subject to all applicable provisions herein
- (b) Administration
- (1) Plans Required. Whenever any property is affected by these zoning requirements, the property owner or developer shall prepare a site development plan and rendered elevations for submittal to the Service Director or his designee for review. All plans shall be approved by the Service Director or his designee prior to issuance of a Zoning Compliance permit. In reviewing a development plan, the Service Director or his designee may request the input of the City Engineer, other municipal officials or consultants to the City.
 - (2) Plan Content. The contents of the plan shall include the following:
 - (a) Plot plan, drawn to an easily readable scale (preferably no smaller than one inch equals twenty feet (1" = 20')), showing and labeling by name and dimensions, all existing and proposed property lines, easements, buildings and other structures, vehicular use areas and parking spaces, driveways, service areas and abutting streets and highways, existing elevations at trees to remain and any new proposed grade changes. Provide square footage area of building ground floor and area of any parking lots. Provide locations of structures on adjoining parcels if adjacent land uses are dissimilar. Show locations of all existing trees and proposed landscape material, including botanical name and common name, installation size, on center planting dimensions where applicable, and quantities for all plants used. Locate and identify all trees to be removed.
 - (b) Typical elevations and/or cross sections and planting details as may be required.
 - (c) Title block with the pertinent names and address, property owner, person drawing plan, scale, date and north arrow.
 - (d) Other information as may be required by the Service Director or his designee in order to assure compliance with the provisions of this chapter.
 - (3) Rendered Elevations. Full color elevations drawn to scale (preferably 1/4"=1') showing color and texture of all finish materials on the front and sides of the structure. Actual material samples may be submitted if requested to facilitate review.
 - (4) Certificate of Land Use. A Certificate of Land Use shall not be issued until the required Zoning regulations and landscaping are completed as certified by an onsite inspection by the Service Director or his designee, unless a performance bond, or irrevocable letter of credit from a banking institution, has been posted. If the required landscaping has not been completed and a temporary Certificate of Land Use is issued, a performance bond or irrevocable letter of credit from a banking institution shall be posted at that time.
 - (5) Construction Permit. Permits required to initiate construction of new subdivisions shall not be issued until a performance bond for approved landscape work has been posted. An irrevocable letter of credit from a banking institution may be provided in lieu of a performance bond.
 - (6) Posting of Bond or Irrevocable Letter of Credit. After a bond or irrevocable letter of credit has been posted, the deficient items listed on the Temporary Land use Certificate shall be installed within six months after the date of posting the bond or irrevocable letter of credit. A one month extension of the Temporary Land Use Certificate may be granted by the Service Director or his designee upon demonstration by the property owner or developer that such an extension is warranted because of adverse weather conditions or unavailability of required materials. No more than three such one month extensions may be granted. Foreclosure proceedings shall be brought against the performance bond or irrevocable letter of credit if the required Zoning items have not been complied with by the end of the approved planting period.
 - (7) Variance and Appeal. Any Zoning compliance plans submitted to, and disapproved by either the Service Director, his designee may be appealed according to the procedure provided for in Chapter [1128](#) of this Zoning Code.