

# CLARK COUNTY ZONING PERMIT APPLICATION

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**PLEASE READ THIS BEFORE YOU FILL OUT  
THE ZONING APPLICATION!**



**THE SETBACK (DISTANCE) FROM FRONT, SIDES,  
& REAR LOT LINE MUST BE NOTED ON THE  
ZONING APPLICATION AND ON THE PLOT PLAN  
DRAWING.**

**IF THE SETBACKS INDICATED ON  
THE APPLICATION AND THE PLOT  
PLAN DRAWING DON'T MATCH, THE  
ZONING APPLICATION CANNOT BE  
PROCESSED.**

# CLARK COUNTY ZONING APPLICATION

3130 E. Main Street, Suite 1A, Springfield, OH 45505

PHONE: (937) 521-2160 / FAX: (937) 328-2621

**TOWNSHIPS:** Bethel, Green, Harmony, Madison, Mad River & Moorefield (unincorporated areas only)

Application for a Zoning Certificate **shall** include this form and a Plot Plan (which is an accurate drawing - see sample on the back of this application form) showing:

- (1) The actual shape and dimensions of the lot upon which the structure or use is, or will be, located;
- (2) The location and size of existing buildings / structures on this lot, if any;
- (3) The location, size, and height of any proposed building / structure (or addition(s) thereto including rooms, porches, attached garage, etc.) to be erected or altered and approximate location of septic system (if applicable);
- (4) The distance, in feet, from all existing or proposed building(s) or additions to the front, rear, and each side lot line;
- (5) Such other information as may be necessary to determine conformance with County Zoning Regulations.

**NOTE:** The Plot Plan drawing submitted in conjunction with this zoning application must be accurate. A Plot Plan drawn to scale is preferred and may be required.

Items which <b>must</b> accompany } this completed application - }	1) A "Building Notice" obtained from the Clark County Auditor's Office 2) as applicable - a "Site Approval" from the Clark County Combined Health District or OEPA
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WHAT IS THE SITE ADDRESS: \_\_\_\_\_

TOWNSHIP: \_\_\_\_\_ IS THIS PROPERTY A CORNER LOT: YES\_\_\_ NO\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY OWNER'S ADDRESS: \_\_\_\_\_

CITY/STATE/ ZIP: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

What buildings, structures, or uses are on the lot now: (show on Plot Plan drawing as noted above)

WHAT IS THE **SPECIFIC** PURPOSE (JOB DESCRIPTION) OF THIS APPLICATION:

*(examples - building new house with attached garage; construct 12' X 15' room addition to existing house; installing 4' x 6' sign; adding 20' x 36' addition to existing restaurant to expand kitchen and seating; changing use from book store to hardware store)*

\_\_\_\_\_  
\_\_\_\_\_

Give dimensions and square footage of new structure or addition: \_\_\_\_\_

Give distance (in feet) from new building(s) / structure(s) / addition(s) to all lot lines:

FRONT (from R-O-W line) \_\_\_\_\_ SIDE (least width) \_\_\_\_\_ SIDE (sum of both) \_\_\_\_\_ REAR \_\_\_\_\_

**IMPORTANT:** Written dimensions must be the same as dimensions shown on Plot Plan. Inconsistencies will cause delays.

TYPE OF UTILITIES ON THE LOT: Public Sewer\_\_\_ Public Water\_\_\_ On-Site septic system\_\_\_ On-Site well\_\_\_

*If on-site septic or well is utilized, approval from the Clark County Combined Health District is required for buildings or additions.*

PARKING / LOADING SPACES: Number of off-street parking / loading berths: (if applicable) \_\_\_\_\_ / \_\_\_\_\_

The undersigned is applying for a Zoning Certificate for the use(s) stated herein and certifies that all information on this application and plot plan, as well as any other information provided, is correct.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

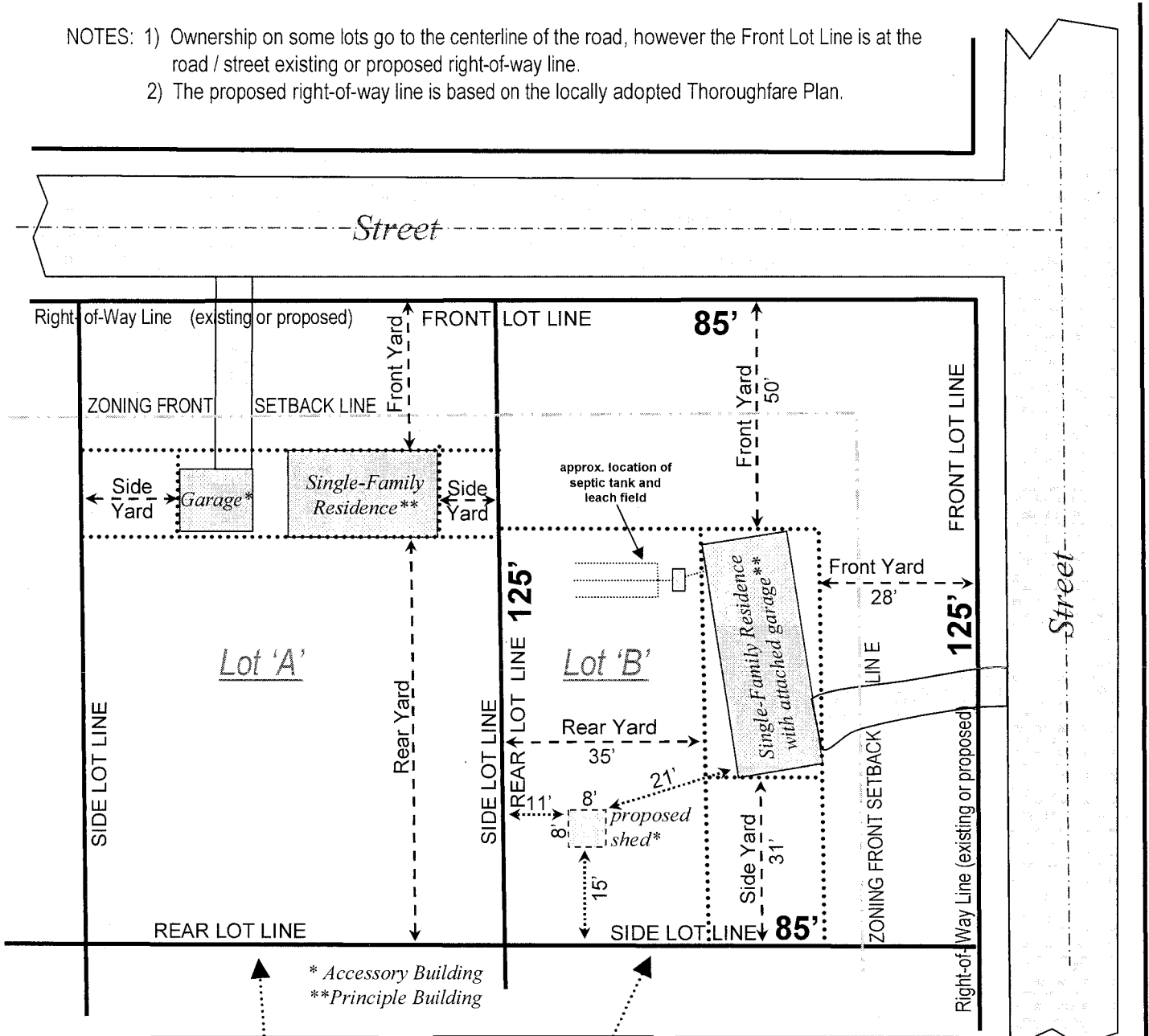
For office use: Current Zoning \_\_\_\_\_ Flood Plain \_\_\_\_\_ Thoroughfare Plan R-O-W \_\_\_\_\_ Airport Zoning \_\_\_\_\_

Wellfield Area \_\_\_\_\_ Open Space Overlay \_\_\_\_\_ Other \_\_\_\_\_

# ZONING TERMINOLOGY & SAMPLE ZONING APPLICATION DRAWING (Plot Plan)

Zoning Application Drawing (plot plan) shall include lot lines, all buildings, and all dimensions.  
Other information may be required to determine compliance with Zoning.

- NOTES: 1) Ownership on some lots go to the centerline of the road, however the Front Lot Line is at the road / street existing or proposed right-of-way line.  
2) The proposed right-of-way line is based on the locally adopted Thoroughfare Plan.



**Interior Lot**

**Corner Lot**

Corner Lots have two "Front" yards. Of the remaining yards, one shall be a "Side" yard and one shall be a "Rear" yard.

Lot 'A' shows typical Zoning Terminology

Lot 'B' shows typical Zoning Terminology & sample Zoning Application Drawing (Plot Plan) showing new shed, dimensions, septic system, etc.