



## **ZONING CERTIFICATE QUESTIONS & ANSWERS**

### **Why do I need a Zoning Certificate?**

The Township adopted zoning restrictions to promote the health, safety, morals, comfort or general welfare; to conserve and protect property and property values; to secure the most appropriate use of land; and to facilitate adequate but economical provision of public improvements. A Zoning Certificate ensures that property improvements are consistent with the Township's Zoning Resolution.

### **What do I need to obtain a Zoning Certificate?**

The Township has no application form for Zoning Certificates. For most improvements, two (2) copies of a site plan are required. This site plan should identify existing and proposed structures, property lines, and setbacks from proposed improvements to these property lines. *See attached example of site plan.* A description of the proposed improvement and site address shall be provided, and both the owner and applicant's (if different) name, address and telephone number shall be included.

### **How long does it take to obtain a Zoning Certificate?**

Most residential zoning certificates are issued within two (2) business days. Efforts are taken to provide the most expeditious processing possible.

### **Where do I apply for a Zoning Certificate?**

The Planning & Zoning Department, which issues Zoning Certificates in Anderson Township, is located at Anderson Center, 7850 Five Mile Road, Anderson Township, Ohio 45230. Please note that payment is required when filing for the Zoning Certificate.

### **What are the fees for a Zoning Certificate?**

The Board of Township Trustees has established a fee schedule for all Zoning Certificates. These amounts vary depending on the work entailed and the fees may be obtained by contacting the Planning & Zoning Department or the Township's website. All Zoning Certificate applications must be accompanied with their fee when submitted. No plans will be reviewed without payment received.

### **Are other approvals necessary?**

Depending on the nature of the work, projects may need to be reviewed by other agencies. A Zoning Certificate does not ensure compliance with rules and regulations of these agencies. A listing of other agencies, as well as the typical authority of these bodies, may be obtained from our Department or the Township's website. With the exception of fences and smaller detached structures, most improvements also require building permits from the Hamilton County Planning & Development at 513-946-4550.

For additional information, you may contact our office during normal business hours 8:00 am to 4:30 p.m., Monday through Friday at 513-688-8400.