

## **Residential Zoning Certificates**

Anderson Township adopted zoning regulations 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.

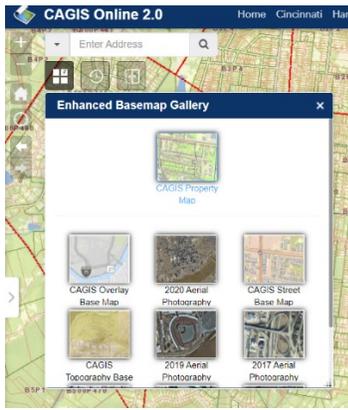
Property improvements that require a zoning certificate are listed below. A zoning certificate is required whether these improvements are new or replacing existing structures.

- New Single Family Residence (requires surveyor stamped and signed site plan)
- Fence (any height, style, linear amount)
- Small Accessory Structure (shed, she-shed, green house - smaller than 200 sq. ft.)
- Large Accessory Structure (detached garage, pool house, pole barn - larger than 200 sq. ft.)
- Addition (covered patios, covered decks, covered front porches, sunrooms, breezeways, and trellises when attached to the house)
- Deck or Patio (uncovered)
- Pool (in-ground and above, including the apron or decking)
- Driveway Modifications (expanding, repaving)
- Temporary Dumpster or Pod (must be located on a paved surface outside of the right of way)
- Solar Panels

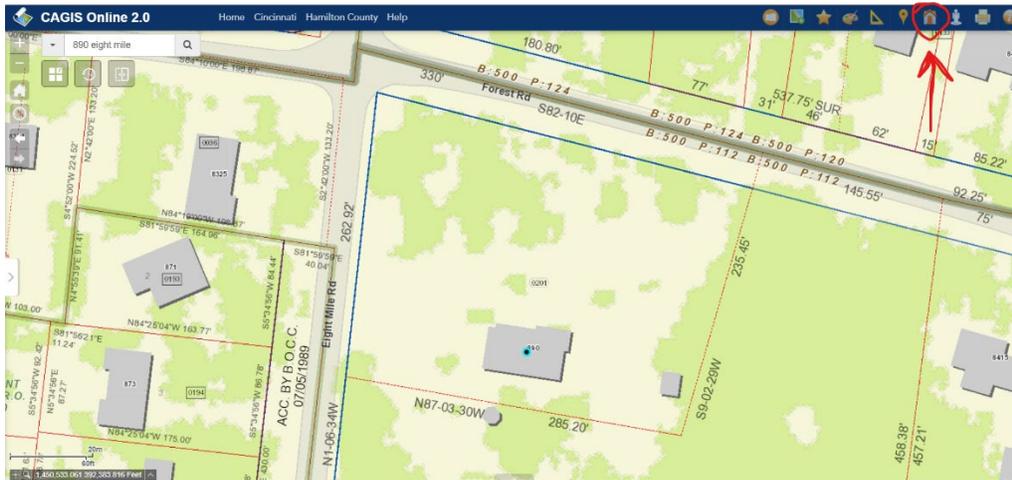
\*For additional information, please refer to the Anderson Township Zoning Resolution([andersontownshipoh.gov](http://andersontownshipoh.gov) – [Government – Planning and Zoning – Zoning Resolution](#)) or call 513-688-8400, ext. 3.

How to apply:

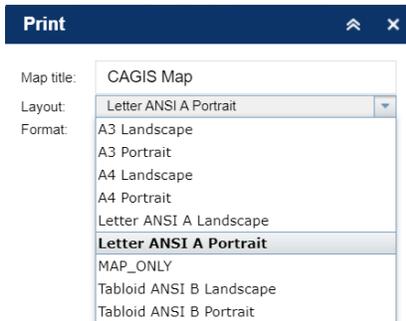
1. Applying for a zoning certificate requires a site plan and payment of the associated fee. There is no application form.
2. Site plans must identify all property lines, location of house, and proposed improvement including dimensions and setbacks to the property lines. A formal survey is not required, unless it is the construction of a new residence. Site plans can be obtained from or prepared by a contractor, or you can create your own through CAGIS online: <https://cagis.hamilton-co.org/cagisonline/> - see instructions below:
  - a. Enter the property address in "Search" box located in the top left corner.
  - b. Turn on CAGIS property map, using the Enhanced Basemap Gallery (4 boxes) under the address and selected the "CAGIS Property Map". See image below.



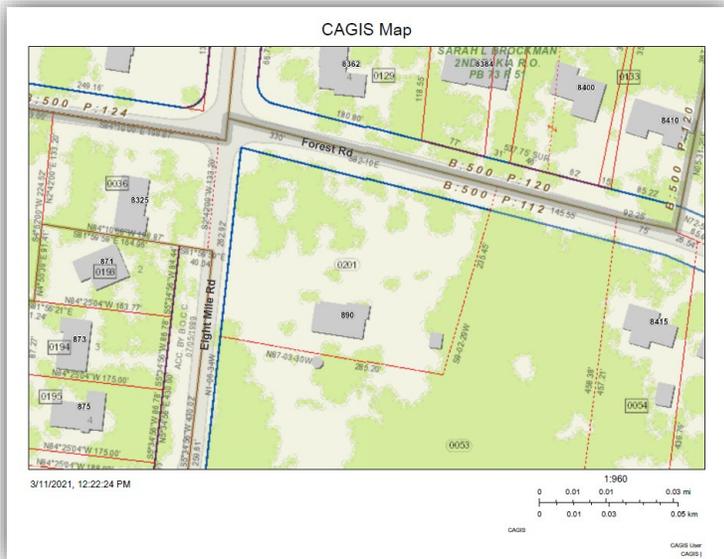
c. To print, click the printer button on the upper right-hand corner. See image below.



d. From the print screen either select "Letter ANSI A Portrait" or Landscape, whichever fits your property better. See image below.



e. After you click print, CAGIS online will create a PDF document that look like this:



3. Using the property map that CAGIS generated, create your site plan. This can be hand drawn or done on the computer.
  - a. Things that need to be included on site plan:
    - i. For accessory structure, additions, pools, decks/patios;
      1. Size of proposal (dimensions- length, width, height),
      2. Location of proposal,
      3. Distances (setbacks) from the proposal to all property lines.
    - ii. For fences:
      1. Location
      2. Height and style
      3. Linear footage
4. On the Plan, add the property owners' names and contact information, including phone number and email, as well as indicate the preferred method of receiving the zoning certificate (either pick up or mailed)
5. Submit the plan and payment to the Planning and Zoning Department at the Anderson Center, 7850 Five Mile Road, or via email to a Planning and Zoning staff member ([Anderson Township > Government > Departments > Planning and Zoning \(andersontownshipoh.gov\)](https://www.andersontownshipoh.gov)) for review with the fee required to begin processing the application (see attached fee schedule). Acceptable payment forms include: cash, check or a credit card (3% processing fee for credit card). Checks should be made payable to "Anderson Township".
6. Please allow for 1-2 business days for review and approval.

\*Some plans might also need approval from Hamilton County Building Department. For more information, please see [https://www.hamiltoncountyohio.gov/government/departments/buildings\\_and\\_inspections](https://www.hamiltoncountyohio.gov/government/departments/buildings_and_inspections) or contact 513-946-4550.