



COMMERCIAL ZONING APPLICATION PACKET

Should you have questions, please contact:

Mike Click
Village of Georgetown
Code Enforcement Officer
937-378-6395 Ext. 1005
mike.click@georgetownohio.gov

ATTENTION APPLICANTS:

No application will be processed unless all required documentation accompanies the application at the time it is submitted to the zoning office. The appropriate fee for the zoning application, as set forth by the zoning ordinance, must be paid in full at time application is submitted to zoning office.

In addition to a zoning permit, you must also contact the appropriate building department for building permits. Failure to obtain a building permit will result in a delay or stop work order on you project.

For Commercial Building Permits: Clermont County Permit Central (513)-732-7213

For Residential Permits: Brown County Building Department (937)-378-4716

Zoning Application Checklist

All of the following items must be completed before your application will be accepted and processed by the Village of Georgetown Zoning Office

AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

- _____ Step 1. 2 Copies Zoning Application completely filled out Form CA-1
- _____ Step 2. 2 Copies of legal description of property (deed / survey description)
- _____ Step 3. 2 Copies of site plan showing actual dimensions and 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 in a form acceptable to the zoning administrator
- _____ Step 4. 2 copies of any supporting documentation, photo's, narrative statements, etc.
- _____ Step 5. Drawing of driveway/access road plans
- _____ Step 5. Zoning application fee paid in full.



Village of Georgetown Zoning Department
 301 S. Main Street Georgetown, Ohio 45121
Commercial Zoning Permit Application

Telephone: 937-378-6395
 Fax: 937-378-4505
 Email: zoning@georgetownohio.org

CASE # _____

Complete this form in its entirety and include the following items before making application. Applications with missing items will not be approved.

1. 2 Copies of legal Description of Lot (Deed/Survey)
2. 2- 11x17 scalable site plans showing all dimensions of lot, project dimensions, setback measurements as needed, all existing structures on property
3. All supporting documentation such as photos, and/or narrative statements
4. Applicable fees paid in full at time of application submittal
5. 2 Copies of Completed Application
6. Drawing of driveway access roads
7. Drawing / Plans of structure with all dimension including length/width/height

Project Address: _____ City/State/Zip Code _____
 Applicant Name: _____ Phone: _____ Email: _____
 Applicant Address: _____ City/State/Zip: _____
 Contractor (if not applicant) _____ Contractor Phone: _____ Email: _____

Type of Permit Requested _____

A. _____ New Construction D. _____ New Business Existing Building G. _____ Deck/Porch
 B. _____ Addition E. _____ Accessory Bldg. / Shed H. _____ Free Standing Sign
 C. _____ Temporary F. _____ Fence I. _____ Other _____

A. Project Zoning District _____ D. Fence Height If Any _____
 B. Proposed Use of Structure _____ E. Shed Dimension If Any _____
 C. Existing Use of Structure _____ F. Off Street Parking Spaces Available _____

Width of Structure _____ # of floors _____
 Depth of Structure _____ Basement _____ Yes _____ NO _____ Total Sq Ft of Structure _____
 Height of Structure _____

Zoning permits DO NOT take the place of building permits. It is the responsibility of the owner / contractor to obtain proper building permits for the project applied for. Failure to obtain proper building department permits shall constitute a stop work order and/or revocation of zoning permit from the Village of Georgetown Zoning Department.

Residential Building Permits Call Brown County Building Department (937)-378-4716
 Commercial Building Permits Call Clermont County Permit Central (513)-732-7213

THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION CONTAINED IN AND WITH THIS APPLICATION IS TRUE AND ACCURATE, AND CONSENTS TO AGENTS OF THE VILLAGE OF GEORGETOWN ENTERING PREMISES/PROPERTY FOR INSPECTION VERIFICATION OF INFORMATION SUBMITTED, AND IF THIS APPLICATION IS APPROVED, TO VERIFY CONFORMANCE TO REQUIREMENTS AND CONDITIONS OF SUCH APPROVAL AND IN ACCORDANCE WITH THE VILLAGE OF GEORGETOWN ZONING REGULATIONS.

APPLICANT SIGNATURE: _____ DATE: _____

DO NOT WRITE BELOW THIS LINE: FOR ADMINISTRATIVE PURPOSES ONLY

Application Received By: _____ Date: _____ Time: _____

Application Approved: _____ Rejected _____ Reason for Rejection: _____

Date Application Approved/Rejected: _____