

COMMERCIAL USE

Date: _____

CERTIFICATE OF ZONING COMPLIANCE

APPLICATION & SITE REVIEW

"No occupied or vacant land shall be changed in its use in whole or in part, no improvements shall be made to the property, no structures shall be constructed or modified and no existing or new building shall be changed in its use in whole or in part until a complete & accurate Certificate of Zoning Compliance has been issued by the Zoning Administrator." Section 103.03 Jackson Township Zoning Resolution.

Owner Name: _____

Address: _____ City: _____ ST: _____ Zip _____

Property Location: _____

Parcel: 160- _____ District: _____ SIC: _____ NAICS: _____

Purpose _____

Lot Dimensions	Requirements (Sect 106 – Tbl 2)	NC 150' / 20k	CC 200' / 1Ac	CS 200' / 1Ac	MUC 150' / 20k	PC Open
Area	Bldg. Setback	Equivalent to width of ROW				
Width	Side Yard	20	20	25	20	Open
Depth	Rear Yard	15	15	20	15	Open
Other	% Coverage	50%	40%	30%	50%	30%

Building Permit Required: Yes **No**

Contact Grove City Building Dept. at 614-277-3075

Drive Tile Needed? Yes **No**

Contact Jackson Township Road Dept 614-991-6890

APPLICANT'S AFFIDAVIT

I, (printed name) _____ representing _____ being duly sworn, depose and say in the presence of the undersigned Notary Public that the application, and the foregoing statements, and all required information are contained herein, or attached, and are in all respects true and correct to the best of my knowledge and belief.

Applicant's Signature

Phone Number

Mailing Address

City State Zip Code

Subscribed and sworn to before me this _____ day of _____ 200__

(Seal)

Notary Public

CERTIFICATE OF ZONING COMPLIANCE Permit ____-ZC-20__

On the basis of information stated above and information submitted, a **"Certificate of Zoning Compliance"** is hereby APPROVED / DENIED Fee: \$ _____ by _____

Application Date

*Issue Date

*Permit valid for **six (6) months**. Construction must be started within six (6) months and substantially **completed within one(1) year** from the date of issuance or else this Zoning Certificate is Void.

(Stamp of Approval)

Zoning Administrator

I. Zoning Application

The Zoning Administrator shall only accept a complete application prior to approval of a Zoning Certificate of Compliance. All information shall accurately describe the property, building, existing and intended uses and shall be accompanied by an acceptable and professionally prepared site plan and building plans accurately drawn and to a reasonable scale showing all changes, modifications, renovations to new or existing buildings.

II. Site Plan

The site plan shall be prepared by a licensed surveyor or licensed civil engineer and shall clearly illustrate the following minimum requirements, unless waived by the Zoning Administrator. A drainage & grading site plan showing actual and final elevation are **ABSOLUTELY** required for **ALL NEW BUILDINGS**. Site plans shall show:

- Actual *dimensions of the lot*, including all easements, utilities, topography and drainage.
- The exact *size and location of all buildings and structures*, including all stormwater, water & wastewater utilities, parking lot layout, landscaping standards, signage, property lines, setbacks, etc. as required by Zoning Code.
- The exact *size and location of all proposed changes*, additions or modifications to the property.
- The existing and *intended use* of all parts of the land or buildings.
- Final elevations and final floor levels for all new construction are required on site / building plans.
- Inter-agency review should address the provisions for:

1. Water & Wastewater Treatment (County Health Dept., OEPA)

A letter or other documents indicating approval from the Franklin County Board of Health and/or the Ohio Environmental Protection Agency, as directed by the Zoning Administrator.

2. NPDES II – Stormwater-Erosion Control Plan / FEMA Floodplains (County Soil & Water District)

A plan prepared by an engineer showing any and all impacts to surface drainage, existing and final contours, disturbed areas, and floodplain mitigation as well as concordance review by the Franklin County Soil and Water District and/or Franklin County Drainage Engineer, as directed by the Zoning Administrator for NPDES and FEMA compliance.

3. Access, Pavement and/or Grading Plan (ODOT / County Engineer)

A plan prepared by an engineer showing detailed ingress and egress from the public highway, including pavement profiles for construction, drainage and traffic safety as directed by the Zoning Administrator.

4. Parking Lot, Landscape & Signage Plans

A detailed parking lot layout showing required parking stalls, a detailed landscape & signage plan prepared by a designer indicating the requirements of the Zoning Resolution, as directed by the Zoning Administrator.

5. Township Fire Prevention & NFPA Life Safety Code

A plan or letter indicating review and compliance by the Jackson Township Fire Prevention Officer shall accompany all commercial use applications.

III. Other Information

Any other information with regard to the lot, the proposed structures or uses and neighboring lots as may be necessary to determine and provide for enforcement of the Jackson Township Zoning Resolution.

IV. Notary

The Certificate of Zoning Compliance must be notarized. During regular office hours, a Notary Public is available. The Jackson Township Zoning Office is open **9:00 am to 4:00pm, Monday thru Friday**.

V. Fees

A check or money order made payable to “Jackson Township Fiscal Officer” must accompany the application.
Commercial Properties - fee \$400.00

VI. Approval

An Approved Certificate of Zoning Compliance shall be **valid for a period of six (6) months** from the date of issuance. Construction must start within six (6) months from the date of issuance; else the Certificate of Zoning Compliance is Void. Work described in the Certificate of Zoning Compliance must be **substantially completed within one (1) year** of the date of issuance or be revoked upon written notice of the Zoning Administrator.

COMMERCIAL USE

ZONING SITE PLAN COMPLIANCE CHECKLIST

Category	Meets Requirements				
	Yes	No	N/A	Variance	Comments
SIC & Use					
Setback	Township Zoning Administrator				
Front					
Side					
Rear					
Lot Coverage					
Sanitary	Board of Health 525-3160 or OEPA 644-3469				
Bd Health					
OEPA					
Water	Fire Prevention Office (875-5588) to review plans				
OEPA					
Fire Dept					
NPDES II	Soil & Water (486-9613) to review NPDES compliance.				
Drainage					
Retention					
Erosion					
Final Grade Elevations					
Floodplain					
Access	Traffic Engineer (525-6158) or ODOT (740-363-1251).				
FraCo Eng.					
ODOT					
Approach					
Parking Lot	County Drainage Engineer (462-2787).				
Pavement					
Retention					
Landscape	Township Zoning Administrator.				
Foundation					
Trees					
Parking Lot					
Signage	Township Zoning Administrator.				
Freestanding					
Wall					
Directional					
ADA / Other					
ZONING APPROVAL					

On the basis of information submitted, a **“Certificate of Zoning Compliance”** is hereby APPROVED / DENIED

Application Date _____

*Issue Date _____

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(Stamp of Approval)

Zoning Administrator