

KINGSTON TOWNSHIP

Delaware County, Ohio

9899 St. Rt. 521, Sunbury, OH 43074

740-524-0290, FAX 740-524-5304

E-mail: zoning@kingstontwp.org

APPLICATION FOR ZONING PERMIT (Revised 07-03-08)

All applications must be submitted to the Zoning Office, 9899 St. Rt. 521, Sunbury, OH 43074, with a filing fee as specified on the fee sheet. The Application shall be accompanied by the following:

- _____ Typewritten or neatly printed application filled out completely;
- _____ Specified fee;
- _____ **For New Builds**--Certified Address and Approved On-Site Sanitation Permit;
- _____ A site plan drawn to scale showing boundary lines; existing structures and driveways; proposed structures and driveways; front, rear, and side set backs; road frontage; lot width at the building line; easements; flood plain data (if applicable); and accurate structural dimensions at the ground;
- _____ Structure Floor Plan **2 copies**-- (8 1/2 x 11, 8 1/2 x 14 or 11 x 17 copy if possible);
- _____ Address Posted at Road;
- _____ Structure staked and ready for inspection; and,
- _____ Other pertinent supporting information.

Proposed Uses:

- | | |
|---|---|
| _____ New construction (home) | _____ Commercial, Office |
| _____ Addition or enlargement to existing building
(includes patios and decks attached to a structure) | _____ Institutional |
| _____ Accessory Structure
(such as a detached garage, storage, building, deck, patio or dock) | _____ Recreational |
| _____ Mobile Home for Domestic Help | _____ Adult Entertainment |
| _____ Temporary Mobile Home | _____ Sign |
| _____ Swimming Pool | _____ Temporary Model Home |
| _____ Antenna | _____ Temporary Office or Storage Trailer |
| _____ Temporary Residential Occupancy | _____ Single to Multi-family conversion |
| | _____ Temporary Commercial Occupancy |
| | _____ Borrow Pit |
| | _____ Other, Explain: _____ |

Name of Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Home Phone: _____

Fax: _____ E-mail: _____

Name of Contractor or Applicant (if other than owner): _____

Mailing Address: _____

City: _____ Zip: _____

Business Phone: _____ Home Phone: _____

Fax: _____ E-mail: _____

Should the zoning permit be sent to the Owner _____ or the Contractor _____?

Should the permit be faxed _____ e-mailed _____ or mailed _____?

Address of Property: _____

City: _____ Zip: _____

Subdivision Name: _____ Property ID #: _____

Lot Number: _____ or Parcel Number: _____

Present Zoning District: _____ Present Use: _____

Size of Lot _____ Road Frontage _____ Lot Width at Building Line _____

Set Back: Front _____ Side _____ Side _____ Rear _____

Building Area (sq. ft.): 1st Floor _____ 2nd Floor _____ Garage _____

Total Size of Building (square foot) _____ Building Height: _____ Feet
(Living area exclusive of basements, porches, breezeways and garages.)

Number of Stories _____ Estimated Cost of Construction: _____

Source of Water _____ Means of Sanitary Waste Disposal _____

It is recommended that applicants obtain the Kingston Township Zoning Resolution prior to making application.

THE COMPLETE ZONING RESOLUTION (CODE) IS AVAILABLE FOR REVIEW OR PURCHASE (\$25.00) AT THE ZONING OFFICE; IT CAN BE EXAMINED AT THE SUNBURY COMMUNITY LIBRARY; AND IT CAN BE REVIEWED ON-LINE VIA THE DELAWARE COUNTY REGIONAL PLANNING WEBISTE www.dcrpc.org OR THE KINGSTON TOWNSHIP WEBSITE www.kingstontwp.org

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Applicant certifies that all information contained herein is true and accurate and is submitted to request the issuance of a zoning permit. Applicant agrees to be bound by provisions of the Zoning Resolution of Kingston Township, Delaware County, Ohio.

It shall be unlawful to use or occupy any building or premises until a Certificate of Compliance has been issued by the Zoning Inspector stating that the proposed use of the building or land conforms to the requirements of the Zoning Resolution of Kingston Township.

DATE _____ APPLICANT SIGNATURE _____

PERMIT PROCESS INFORMATION

1. The majority of the township is zoned Farm Residential (FR1). Minimum lot size in FR1 is 1.95 acres. Front set backs are 130' from a state route center line, 90' from a township or country road center line, and varies for flag lots. Side set backs are 25'. Rear set backs are 80' for a Primary Structure and 15' for Accessory Structures.
2. The appropriate fee is due at the time the Zoning Permit Application is filed. Fees will vary depending on the nature of the proposed use. The fee schedule is attached. Checks should be made payable to Kingston Township. You may
 - mail the application to the Zoning Office at 9899 St. Rt. 521, Sunbury, OH 43074; or
 - drop off the application in the drop box at the Township Hall located at the corner of St. Rt. 521 and Carter's Corner Road; or
 - drop if off in person during office hours on Fridays, 8-noon or by appointment.
3. The address must be posted on a 2x2 piece of plywood or OSB at the front of the lot near the road beside the driveway.
4. The building location must be staked with 2 x 2 wooden stakes painted iridescent orange.
5. The Zoning inspector will inspect the property when notified that it has been staked and posted with the address. Inspections usually occur on Friday afternoons.
6. A zoning certificate (permit) will be issued after inspection, and compliance is completed. Be sure to note to whom the certificate should be sent and by what method.
7. Issuance of the zoning permit does not relieve the owner of the need to obtain any or all required development permits for building, subdivision, flood hazard, sanitation, culverts, driveways, addresses and the like.
8. Inadequate or inaccurate submittal of information may delay or result in denial of the permit.
9. Inadequate or insufficient attention to building and lot staking or address posting may delay or result in denial of the permit.
10. This application shall be valid for 30 days from the date of receipt by the Zoning Office.
11. When construction is complete, contact the Zoning Office for an inspection for a Certificate of Compliance (Occupancy).

FOR OFFICE USE ONLY

IS PROPERTY STAKED? _____	FEE PAID: Check # _____ Amt. \$ _____
IS THE ADDRESS POSTED? _____	Date Paid: _____
CERTIFIED ADDRESS ATTACHED? _____	PROPERTY INSPECTION DATE _____
IS THE PLOT PLAN ATTACHED _____	PERMIT # _____ DATE: _____
AND COMPLETE? _____	IS PROPERTY READY FOR FINAL INSPECTION?
IS THE FLOOR PLAN ATTACHED _____	DATE _____
IS PROPERTY READY TO BE	WAS CERTIFICATE OF COMPLIANCE (OCCUPANCY)
INSPECTED? _____ WHEN? _____	PERMIT ISSUED: _____
	NOTES: _____

Fees are charged for applications, review requests, and permits under the Kingston Township Zoning Resolution to cover the Township’s administrative and out-of-pocket costs for the handling and processing of applications, requests for review, requests for consultation, and permit requests. Unless otherwise noted in the fee schedule, all fees are due upon the filing of an application, request for review, request for consultation, or permit request. No application shall be considered complete until the required fee is paid, and the processing and consideration of any request shall be suspended during any period when a fee is due but is unpaid.

Residential Zoning Fees—Adopted 01-03-2005

Single Family Home (new construction)	\$350
Multi-Family Dwelling	\$175 per unit
Accessory Structure (greater than 150 square feet)	\$100
Includes detached garage, storage building, deck, patio or dock	
Accessory Structure (150 square feet or less)	\$50
Includes detached garage, storage building, deck, patio or dock	
Structure Addition Or Enlargement To Existing Building	\$100
Relocation Of Building On Property	\$25
Single To Multi-Family Unit Conversion	\$100 per unit
In-Home Occupation Permit (permitted or conditionally permitted)	\$25
Swimming Pool (in-ground, above ground, deeper than 1.5’, wider than 8’)	\$75
Antenna	\$25
Includes satellite dishes greater than 24” in diameter & more than 75’ high	

Temporary Mobile Home	\$150 (6 months)
Mobile Home Domestic Help	\$100

**Fees For Rezoning Applications, Development Plan Reviews, And Amendments To
Planned District Development Plans—Adopted 01-03-2005**

Initial Sketch Consultation And/Or Review of Development Plan	\$100+ \$10/lot
Preliminary Site Review For Planned District	\$400
Preliminary Development Plan For A Change To A Planned District..... (map change only)	\$300+ \$100/acre
Simultaneously Submitted Final Development Plan For Change To Planned Zoning District (map change and final development plan combined)	\$300+\$100/acre
Planned Development Final Plan	\$400 + \$50/acre
Amend A Final Approved Development Plan	\$400 + \$50/acre

All Districts—Adopted 01-03-2005

Signs Requiring A Zoning Permit Under Article XXI	\$50
Change Of Occupancy	\$100
Revision Or Change Of Issued Permit	\$50
Re-inspection Fee	\$50
Certificate Of Compliance (occupancy)	No Charge
Variance, Conditional Use, Appeal	\$300 +
If Applicable	\$100/acre
Application To Amend Township Zoning Resolution Text Without Zoning Map Change	\$2,500
Zoning Resolution Copy (available free on-line at www.dcrpc.org or www.kingstontwp.org	\$25
Comprehensive (Master) Plan (not currently available)	\$25
Paper Copies	\$.10/page
Electronic Or Media Copies	Actual cost

Temporary Office Or Storage Trailer (non-residential)	\$150 (6 months)
Review Of Subdivision (5 or more lots)	\$500+\$50/lot
Review Of Subdivision (4 lots or less)	\$100+\$50/lot
Approving Plats & Subdivisions (5 or more lots)	\$500
Rezoning—Change Of District Classification	\$300+\$100/acre

**Fees In Office, Commercial, Institutional, Recreational & Adult Entertainment Districts—
Adopted 01-03-2005**

New Construction/Structural Addition Permit	\$300 + \$100/100 s.f.
---	---------------------------

Kingston Township Zoning Office
9899 St. Rt. 521
Sunbury, OH 43074
kingston@midohio.net
740-524-0290
FAX 740-524-5304

Example of a Typical Site Plan

This is an example of the type of information the Kingston Township Zoning Office needs on your site plan.

