



DEVELOPMENT SERVICES DEPARTMENT

SPRINGFIELD TOWNSHIP

HAMILTON COUNTY, OHIO

9150 WINTON ROAD

CINCINNATI, OHIO 45231

513-522-1410

FAX 729-0818

INSTRUCTIONS & PROCEDURES FOR OBTAINING A ZONING CERTIFICATE AND FINAL ZONING INSPECTION

NOTE: THE SPRINGFIELD TOWNSHIP ZONING RESOLUTION REQUIRES THAT NO BUILDING, STRUCTURE, OR USE OF LAND MAY BE USED WITHOUT THE ISSUANCE OF A VALID ZONING CERTIFICATE

1. SUBMITTAL REQUIREMENTS

A. Fill out Application for a Zoning and Final Inspection Certificate
Applications may be obtained at the Development Services Department Office.

B. Accompanying the application shall be plot plans & construction drawings as follows:

Residential: four (4) site plans and four (4) construction drawings. Distribution: one (1) complete set – Springfield Township, two (3) complete sets to applicant stamped with Zoning Approval.

Commercial/Industrial: seven (7) site plans and seven (7) construction drawings. Distribution: one (1) complete set - Springfield Township, five (6) complete sets to applicant stamped with Zoning Approval.

NOTE: In addition to the plans required above, submit one (1) copy of plans reduced to an 11" X 17" or smaller sheet of paper. The information contained on the reduced version of the plan shall be the same as that which is required above.

2. APPLICATION/REVIEW BY DEPARTMENT

A. Your application will be assigned a number (e.g., 001). This shows the sequence recorded in this office. The application will also be stamped with the date received in this office for review.

B. Plans will be reviewed by a Zoning Inspector for compliance with the Zoning Resolution and the applicable fee will be calculated.

C. If the plans and application are found to be in compliance with the provisions of the Zoning Resolution, a Zoning Certificate is issued to the applicant upon payment of the fee.

D. If the plans and application are **not** in compliance with the provisions of the Zoning Resolution, a Refusal Notice will be issued to the applicant, stating the reasons and applicable provisions of the Zoning Resolution that the plans and application are **not** in compliance with. The Refusal Notice shall also notify the applicant of the right to appeal the decision to of the Zoning Inspector to the Springfield Township Board of Zoning Appeals.

E. Plan review typically is done while you wait. This is subject to change depending on the particular situation of each application and the workload of the Department, due to seasonal conditions or other extenuating circumstances.

3. FINAL INSPECTIONS

A. When construction or changes have progressed to a point of conformity with the Zoning Resolution, contact the Development Services Department at 522-1410 to request a final inspection. Furnish this office with the Zoning Certificate Application Number, Address, Lot or Parcel Number. Final inspections shall be made within three (3) working days.

B. This Department shall inspect the below listed items which are to agree with approved site plan and construction drawings approved by this office:

1. building or structure height, and location
2. required yard setback dimensions
3. number of residential units or other use
4. parking provided, docks if required
5. exterior finish to the point of being habitable or used

NOTE: Proposed uses or changes must agree with an approved application from this Department.

4. FINAL INSPECTION CERTIFICATE

A. The Zoning Inspector, upon completion of the final inspection, will determine if the items listed above in 3B have been completed in compliance with the Zoning Resolution.

B. If compliance is determined, a Final Inspection Certificate will be issued to the applicant. The certificate can be mailed or picked up at this office by the applicant or agent. The Springfield Township Development Services Department shall notify the Hamilton County Building Department at the conclusion of each working day of all Final Inspection Certificates issued that day.

C. If the Zoning Inspector determines that compliance with the Zoning Resolution has **not** been achieved, a Denial Notice will be issued to the applicant. Such Denial Notice will indicate the results of the inspection and the requirements necessary to obtain a Final Inspection Certificate.

D. No Final Inspection Certificate will be granted if the following terms are incomplete:

1. Portions of incomplete siding, brickwork, concrete, framing, lathe, plaster, roof, stairs, accessories, graded elevation and debris or rubbish still on the site.