

**SYCAMORE TOWNSHIP, OH**  
 DEPARTMENT OF PLANNING & ZONING  
 8540 KENWOOD ROAD, CINCINNATI, OH 45236  
 513.792.7250 PHONE 513.792.8564 FAX

**COMMERCIAL APPLICATION**

NEW BLDG, ADDITIONS, TENANT CHANGE, INT FINISH/ALT, SIGNS, FAÇADE RENOVATIONS, PKG LOT, WALLS, FENCES, ETC.

REVIEWED BY		
MILLER	CLARK	DAVES

**APPLICATION NUMBER**

DO NOT WRITE IN THIS SPACE

**PROJECT ADDRESS:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

NAME	STREET ADDRESS	CITY	ST	ZIP	PHONE NUMBER
PROPERTY OWNER					
CONTRACTOR					
DESIGN PROFESSIONAL					
APPLICANT					
APPLICANTS E-MAIL ADDRESS					

**WORK TYPE:   \*\*Inspections Required\*\***

- NEW BLDG  ADDITION  INTERIOR FINISH/ALTERATION  TENANT CHANGE  LANDSCAPING/PKG LOT  FENCE/WALL   
 LOT SPLIT/CONSOLIDATION  ACCESSORY STRUCTURE  SCREEN ROOFTOP MECH/DUMPSTER ENCLOSURE  NEW SIGN   
 TENT/TEMP STRUCTURE  TEMPORARY SIGN  FAÇADE RENOVATIONS  SIGN FACE CHANGE  OTHER

**DESCRIPTION OF WORK:** \_\_\_\_\_

**SQUARE FEET:** \_\_\_\_\_ **USE:** \_\_\_\_\_ **HEIGHT:** \_\_\_\_\_

**NO. OF SIGNS:** \_\_\_\_\_ **EST. START DATE:** \_\_\_\_\_ **EST. FINISH DATE:** \_\_\_\_\_

THE DEPARTMENT OF PLANNING & ZONING IS DEDICATED TO THE CONTINUING PROSPERITY OF SYCAMORE TOWNSHIP. WE PROMOTE HIGH STANDARDS FOR DEVELOPMENT AND QUALITY PROJECTS. WE LOOK FORWARD TO SERVING OUR CITIZENS AND BUSINESS COMMUNITY TO MAKE SYCAMORE TOWNSHIP THE BEST IT CAN BE.

The owner of this project and undersigned do hereby agree to comply with the zoning laws of Sycamore Township pertaining to the construction of the proposed project according to the drawings and specifications submitted herewith, and certify that all of the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct. Lot consolidation is required to obtain zoning approval for the construction of any structure. The applicant and owner of the real property agree to grant Sycamore Township access to the property for review and inspection related to this application.

**NOTE: FILING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.**

\_\_\_\_\_  
 APPLICANT'S SIGNATURE DATE

\_\_\_\_\_  
 PROPERTY OWNER'S SIGNATURE DATE

DO NOT WRITE BELOW THIS LINE

RECOMMENDS PLAN APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ZONING APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE PERMIT ISSUED: \_\_\_\_\_

## SYCAMORE TOWNSHIP PERMIT APPLICATION REQUIREMENTS

\*\*APPLICATION WITH PROPERTY OWNER'S SIGNATURE REQUIRED FOR ALL OF THE FOLLOWING:

\*\*INSPECTIONS REQUIRED FOR FOUNDATION, PIERS, FINAL, SIGNS

APPLICATION TYPE	PLANS REQUIRED	NUMBER OF SETS
<b>Commercial Applications</b>		
<b>New Commercial Building</b>	ISR Worksheet	1
<b>Commercial Addition</b>	Full set of construction documents including mechanical and sprinkler drawings as required.	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	CD of construction documents in pdf format	1
<b>Interior Finish/Alterations</b>		
<b>Accessory Use Structure (including solar panels)</b> (120 sq. ft. and over)	Full set of construction documents including mechanical and sprinkler drawings as required.	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County)
	CD of construction documents in pdf format	1
<b>Accessory Use Structure (under 120 sq. ft.)</b>	Site Plan Elevation Floor Plan	2
<b>Façade Renovations</b>	Site Plan Elevation Signage Plan (if applicable)	7 (1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County)
<b>Tenant Change (no interior changes)</b>	Site Plan Floor Plan Letter of Intent	8 (1 set for Zoning, 1 set for Fire Department, 6 sets returned to applicant to submit to Hamilton County) 1
<b>New Sign</b>	Site Plan Sign Details Elevation Foundation Plan (if applicable)	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
<b>Sign Face Change</b>	Site Plan Before/After Elevations	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)
<b>Temporary Sign</b>	Site Plan Sign Elevation	2
<b>Temporary Tents</b> (Under 200 sq. ft. closed sides) (Under 700 Sq. ft. open sides)	Site Plan Tent Details Letter of Intent	3 (1 set for Zoning, 1 set to Fire Department, 1 set returned to applicant) 1
<b>Temporary Tents</b> (200 sq. ft. and over closed sides) (700 sq. ft. and over open sides)	Site Plan Tent Details Letter of Intent	6 (1 set for Zoning, 1 set to Fire Department, 4 sets returned to applicant to submit to Hamilton County) 1
<b>Parking Lot</b>	Site Plan Parking Stall Details ISR Worksheet	7 (1 set for Zoning, 6 sets returned to applicant to submit to Hamilton County) 1
<b>Fence/Mech. Screening</b>	Site Plan Fence/Screening Details	2
<b>Retaining Wall/Dumpster Enclosure</b>	Site Plan Wall Details	4 (1 set for Zoning, 3 sets returned to applicant to submit to Hamilton County)