

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 09-29-16)

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;
- _____ Certified Address, Paid Receipt Driveway Permit for Township Roads (see Roads tab on website), and Approved On-Site Sanitation Permit (septic or mound) for New Build Homes;
- _____ 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 (\$35.00) 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 and 90' from a township or country road center line. 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 on the wall next to the door 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 Thursdays, 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. **A green reflective permanent street address sign must be attached to the mailbox when erected following sign requirements in Section 21.03 of the Zoning Resolution.**

FOR OFFICE USE ONLY

FEE PAID: Check # _____ Amt. \$ _____

Date Paid: _____

IS PROPERTY STAKED? _____

PROPERTY INSPECTION DATE _____

IS THE ADDRESS POSTED? _____

PERMIT # _____ DATE: _____

CERTIFIED ADDRESS ATTACHED? _____

NOTES:

IS THE PLOT PLAN ATTACHED _____

AND COMPLETE? _____

IS THE FLOOR PLAN ATTACHED _____

IS PROPERTY READY TO BE

INSPECTED? _____ WHEN? _____

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 07-05-11

Single Family Home (new construction)	\$500
Multi-Family Dwelling	\$175 per unit
Accessory Structure (greater than 200 square feet)	\$100
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 07-05-11**

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
Minor Change (As Defined In Zoning Resolution	\$1,000
Major Change (As Defined In Zoning Resolution	\$600 + \$20/acres of total development size

All Districts—Adopted 07-05-11

Signs Requiring A Zoning Permit Under Article XXI	\$50
Change Of Occupancy	\$100
Revision Or Change Of Issued Permit	\$50
Re-inspection Fee	\$50
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)	\$35
Comprehensive (Master) Plan (available free on-line at www.dcrpc.org or www.kingstontwp.org)	\$35
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 07-05-11

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

