Application – Certificate of Zoning Compliance

The following items must be provided to process a Zoning Permit application:

1. An Application – A fully completed Certificate of Zoning Compliance form including your signature at the bottom of the form in ink. Incomplete forms will not be reviewed for compliance.

2. A Site Plan that shows direction (north standard), scale size, adjacent street(s), and the following features:
   - Dimensions of the lot/parcel
   - Location and size of driveways
   - Dimensions of buildings (existing and proposed)
   - Location of well and septic system
   - Setback distance of building from lot lines
   - Distance between buildings

3. A check for the zoning permit fee made payable to Village of St. Bernard. The current permit fee is $25.00.

4. If your building project requires a new driveway entrance, you will need to submit the appropriate information to the Village Engineer’s Office

Please return or mail all necessary items to:
The Village of St. Bernard
110 Washington Avenue
St. Bernard, Ohio 45217

Application Review: After receiving a completed application, the forms are normally reviewed by staff within one week. If all applicable provisions of the Village of St. Bernard Zoning Ordinance are satisfied a Preliminary Certificate of Zoning Compliance will be mailed. Your project can commence upon receipt of this certificate.

Additional Information: Questions regarding the process outlined above may be directed to the Village of St. Bernard, Ohio, Build, Planning and Development office at 513-242-7770.
APPLICATION FOR
CERTIFICATE OF ZONING COMPLIANCE

PLEASE PRINT NAMES AND ADDRESSES
SUBJECT PROPERTY STREET
ADDRESS

CITY__________________________ STATE ____________ (ZIP CODE) ______________

AUDITOR’S BOOK, PAGE AND PARCEL (S) ______    ______      __________________
IF THIS IS A LOCATION WITH SEVERAL BUILDINGS OR UNITS ON ONE OR MORE STREETS AND /OR SEVERAL
ADDRESSES: YOU MUST LIST EACH SEPARATELY ON THE BACK OF THIS SHEET
NOTE: PROPERTIES MUST BE CONTIGUOUS TO EACH OTHER

NAME OF OWNER        _________________________________________________________

APPLICANT’S NAME        _______________________________________________________

APPLICANT’S STREET ADDRESS

CITY _________________________STATE ______ ZIP CODE _______APPLICANT’S

PHONE NUMBER _____________________

USE OF PROPERTY (PLEASE PROVIDE EXPLICIT DETAILS REGARDING THE USE OF THIS PROPERTY):
(If you need additional space please attach them to the form)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

ZONING INFORMATION REQUESTED: (PLEASE CHECK ONE)

_____ Zoning review for compliance with the use regulations of the zoning code.

_____ Complete zoning review for use and open space (yards, building heights, etc.)

If this is your request, you need to submit a complete as-built survey.

SUBMIT ALL REQUIRED MATERIALS IN TRIPlicate!

A check for $25.00 must be included with the application. (Payable to Village of St. Bernard)
PLEASE NOTE: CERTIFICATE OF COMPLIANCE MAY TAKE 10 WORKING DAYS OR MORE FOR RECEIPT BY APPLICANT.

(APPLICANT’S SIGNATURE)______________________________________________________________________________