



# Village of St. Bernard

## Building, Development & Planning

### 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.



# Village of St. Bernard

## Building, Development & Planning

### 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) \_\_\_\_\_