



Village of St. Bernard

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

The following items must be provided to process an application for Zoning Certificate:

1. Application – A fully completed Certificate of Zoning Compliance form including your signature at the bottom of the form. Visit our web [portal](#) to fill out the application.
2. A Site Plan must be uploaded through the [portal](#) 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

A great resource for this information can be located at: [CAGIS Online](#)

3. The current permit fee is \$50.00 and can be paid through the Village [portal](#) or via check to the Village of St. Bernard. Certificates will not be issued unless fee is paid.
4. If your building project requires a new driveway entrance, you will need to submit the appropriate information to the Village Director of Safety and Service.

Application Review: After receiving a completed application, the forms are normally reviewed by staff within five business days. If all applicable provisions of the Village of St. Bernard Zoning Ordinance are satisfied, a Preliminary Certificate of Zoning Compliance will be emailed.

Additional Information: Questions regarding the process outlined above may be directed to the Village of St. Bernard, Ohio, Zoning Department office at 513-482-5684 or 513-242-7770.

Outlined below is a list of projects that require a Zoning Certificate and may also need approval from Hamilton County Building Department before starting project:

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|--|---------------------------------|
| Fence | Interior Alterations (Business) |
| Accessory Structures (ex. Sheds & Garages) | Temporary Tent for Event |
| Signs, Temporary or Permanent | Temporary Stage |
| Pools | Building Additions |
| Decks | Building Change of Use |