



**PLANNING AND ZONING DEPARTMENT
Commercial Construction**

The undersigned applies for a Zoning Permit for the following use. Said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that he/she/it has the authority to make this application, that all information and attachments to this application are complete and accurate, and that the proposed use will be constructed as shown.

LOCATION OF CONSTRUCTION

Please include address, street, city, and zip code

Subdivision

Lot #

Parcel ID #

Tenant Name, if applicable

CONTACT INFORMATION

	PROPERTY OWNER	CONTRACTOR
Name		
Company		
Address		
City, State, Zip		
Phone		
Fax		
Email		

TYPE OF CONSTRUCTION

- | | | |
|--|-------------------------|------------------------|
| <input type="checkbox"/> New | Number of Stories _____ | Total Floor Area _____ |
| <input type="checkbox"/> Addition | Number of Stories _____ | Total Floor Area _____ |
| <input type="checkbox"/> Alteration - Interior | Description _____ | |
| <input type="checkbox"/> Alteration - Exterior | Description _____ | |
| <input type="checkbox"/> Demolition | Total Area _____ | |
| <input type="checkbox"/> Other | Description _____ | |

DESCRIPTION

Explain Use in Detail (please include square footage, height and intended use)

PLEASE REVIEW AND COMPLETE THE FOLLOWING PAGE. APPLICATIONS WILL NOT BE PROCESSED UNLESS COMPLETE.

*Signature of Applicant _____ Date _____

*Applicant hereby affirms that he/she is a duly authorized agent for the subject property owner.

CHECKLIST FOR BUSINESS OR COMMERCIAL ZONING PERMIT

- Two (2) copies of the site plan are included. The scale of the site plans does not exceed 1"=100' and the Site plans are on one or more sheets that are 24 x 36 inches in size and are clearly and legibly drawn.**
- The site plans reflect all changes or conditions required by any one or a combination of the following: Warren County Regional Planning Commission, Deerfield Township Zoning Commission, and/or the Deerfield Township Trustee's.**
- Cut sheets of any and all exterior lighting fixtures are included.**
- Letter from Warren County Engineer indicating approval of Traffic Impact Study is included.**
- Letter of approval from Warren County Engineer for storm water drainage and detention/retention is included.**
- Letter of approval from Warren County Water and Sewer District is included.**
- Letter of approval from Warren County Soil and Water Conservation District is included.**
- Letter of approval from Deerfield Township Fire Rescue Department is included.**
- An Occupancy Permit will be requested prior to occupancy to ensure all approval criteria are satisfied.**
- The zoning fee of \$.10 per square foot, minimum of \$500 and maximum of \$4000 is included with the submission of the application.**