



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
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 \$2000 is included with the submission of the application.**