



PLANNING AND ZONING DEPARTMENT
Commercial Construction

The undersigned applies for a Zoning Certificate for the following use. Said certificate to be issued on the basis of the information contained within this application. If you are not the property owner(s), please include a signed letter from the property owner(s) authorizing you to make this application. The applicant hereby certifies 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

Total Project Investment (i.e. \$300K)

CONTACT INFORMATION

Table with 3 columns: Name, PROPERTY OWNER, CONTRACTOR. Rows include Name, Company, Address, City, State, Zip, Phone, Fax, Email.

TYPE OF CONSTRUCTION

- Checkboxes for New, Addition, Alteration - Interior, Alteration - Exterior, Demolition, Other. Includes fields for Number of Stories, Total Floor Area, and Description.

DESCRIPTION

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

Three horizontal lines for describing the use in detail.

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

\*Signature of Applicant Date
\*Applicant hereby affirms that all information and attachments to this application are complete and accurate.

## **CHECKLIST FOR BUSINESS OR COMMERCIAL ZONING PERMIT**

- Three (3) hard copies and a PDF copy 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 \$4,000 is included with the submission of the application.**