

Zoning Permit Process

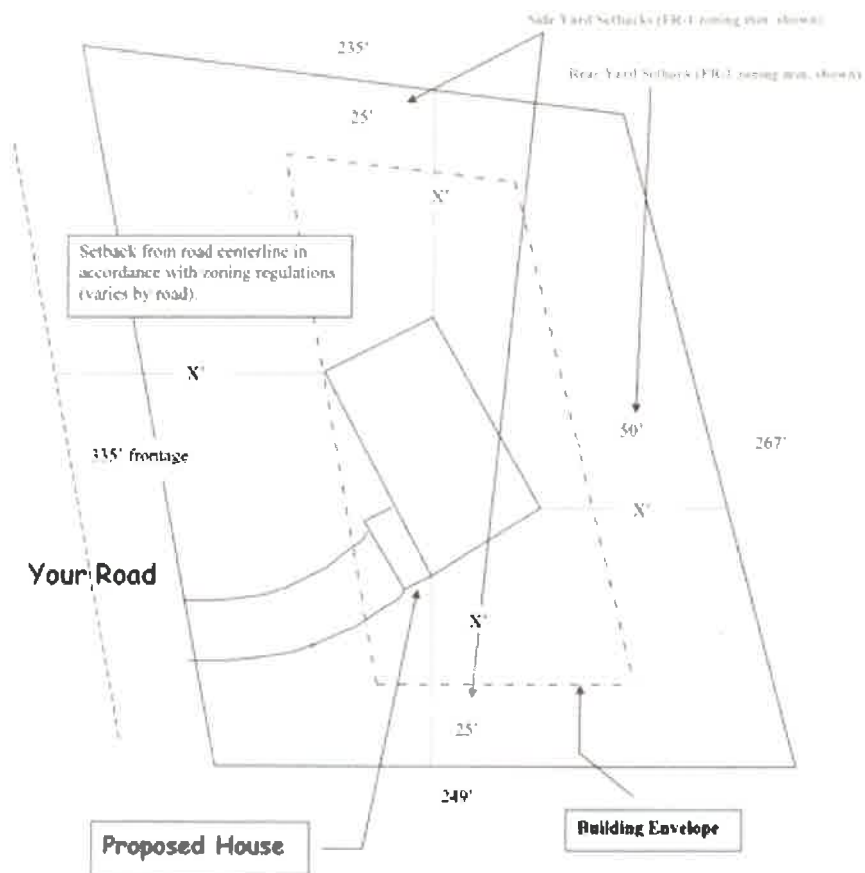
Below is an outline of the process to obtain a zoning permit in Concord Township. Completed Zoning Application with:

1. **One** plot site plan on **8 1/2" x 11" or 8 1/2" x 14"** paper showing the name and address of the property owner and all property dimensions and setbacks of structures.
2. **One** set of floor plans on **8 1/2" x 11" or 8 1/2" x 14"** paper showing floor plans of all finished living area, plus garages and covered porches, decks, carports, accessory buildings, etc.
3. **One** copy of your Health Permit if using on-site sewage treatment.
4. **One** copy of Driveway Permit from the Delaware County Engineer's Office.
5. Check made payable to Concord Township Trustees, according to the Concord Township Fee Schedule.
6. Zoning Certificate is good for one (1) year after issue date.
7. Single family and duplex residential structures greater than 3600 sq. ft. (finished living area) require a sign-off from the Concord Township Fire Department.
8. All new commercial structures require a sign-off from the Concord Township Fire Department.
9. A letter from the Delaware County Health Department indicating they have approved your construction plan is required before any permit for zoning is issued or prior to submitting to Delaware Code Compliance.

For more details, please refer to the complete [Concord Township Zoning Resolution](#), our [Setback Quick Reference Guide](#) and the [Fee Schedule](#).

Click here for [Application for Permit](#)

Sample Plot Site Plan



Landowner
12345 Country Road
Delaware, Ohio 43015



X

THE FOLLOWING ITEMS MAY APPLY TO THE ISSUED PERMIT

- Call before you dig-Ohio Utilities Protection Service – 800-362-2764.
- Trash and other waste must be contained on-site and disposed of regularly.
- Delaware County Code Compliance approval may be required prior to construction – 740-833-2200.
- A Work in the Right-of-Way permit may be required.
- Building/property must be identified with street numbers in accordance with the Concord Twp Zoning Resolution.
- Non-Residential use of the improvement is prohibited, in accordance with the Concord Twp Zoning Resolution.
- Human occupancy of the improvement is prohibited, in accordance with the Concord Twp Zoning Resolution.

IF CONSTRUCTION DOES NOT BEGIN WITHIN SIX (6) MONTHS OF THE ISSUANCE DATE OF THE PERMIT, THE PERMIT IS NO LONGER VALID. Changes to plans may require a revised or new permit. This permit is valid for twelve (12) months unless otherwise stated in the provisions sections above or unless otherwise extended after issuance via written consent of the concord township ZONING INSPECTOR OR HIS/HER DESIGNEE.

ZONING APPLICATION/PERMIT

6385 Home Road • Delaware • Ohio • 43015
www.concordtwp.org

Ric Irvine, Zoning Inspector

rirvine@concordtwp.org

Phone 740-881-5338

Concord Township, Delaware County, Ohio

Permit # _____

OFFICE USE ONLY

Approved _____ Date Issued _____ Fee Paid _____
Date Expires _____ Check # _____
Denied _____ Reason _____

Type: ___ New Residence, \$300 / ___ REVISION to New Residence, \$100 (please explain) _____
(& Fee) ___ Residence Addition, \$100 ___ Swimming Pool, \$100 ___ Sign (Permanent), \$300
___ New Accessory Building, \$50 ___ Pergola, \$50 ___ Sign (Temporary), \$225
___ Deck, \$75 ___ Gazebo, \$50 Other _____

PROPERTY Complete Address			
Lot #	Subdivision	Zoning District	
Acreage	Lot Area sq ft	Percent of Lot covered by Buildings	%

APPLICANT Name	
Applicant Address	
Applicant Phone #	Email Address (REQUIRED)

OWNER Name	
Owner Address	
Owner Phone #	Email Address

TOTAL STRUCTURE AREA sq ft (REQUIRED)		(Which includes the following sq ft)
1 st Floor sq ft	2 nd Floor sq ft	Garages
Decks	Porches	Patios
Building Stories #	Building Height sq ft	Road Frontage sq ft

ACTUAL SETBACKS for your new structure sq ft (REQUIRED)				
	Front	Rear	Right	Left

Sign Area sq ft	Sign Dimensions	Type of Sign
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Applicant certifies that all information contained herein is true and accurate and is submitted to induce the issuance of a zoning permit. Applicant agrees to be bound by the provisions of the Zoning Resolution of Concord Township, Delaware County, Ohio. Construction progress towards completion must be made in accordance with the Concord Township Zoning Resolution.

Applicant/Owner **Signature** _____ Date _____

Submit plans and required fees, per the adopted fee schedule, as required by the Zoning Inspector and the provisions of the Concord Township Zoning Resolution.

OFFICE USE ONLY

Upon the basis of above Application, proposed usage is found to be in accordance with the Concord Township Zoning Resolution and/or the Ohio Revised Code, Section 519 and is hereby APPROVED.

Concord Township Zoning Inspector _____ Date _____