
HAMILTON COUNTY ZONING RESOLUTION
USER'S GUIDE

ZONING CERTIFICATE APPLICATIONS

HAMILTON COUNTY ZONING JURISDICTION

Columbia Township
Green Township (except Northeast Green),
Harrison Township
Miami Township (except Northwestern Miami)

ZONING BY CONTRACT

Symmes Township
The Village of North Bend
The Village of Woodlawn

Application for a Zoning Certificate can only be made by submitting an application at the following website:

<https://eztrak.cagis.org/>

Please feel free to call any of our zoning plans examiners should you need assistance making your application or if you have any questions before you apply. We can be reached at: (513) 946-4550. You may also visit us at our offices located at 138 East Court St., Room 801, Cincinnati, Ohio, 45202 - 1226. Our office hours are Monday through Friday 8:00 a.m. – 4:00 p.m.

APPLICATION REQUIREMENTS

- **ZONING CERTIFICATE APPLICATION** – Complete all required information as part of the application on <https://eztrak.cagis.org/>
- **SITE PLAN** - The site plan shall be uploaded as part of the application on <https://eztrak.cagis.org/> and shall be drawn to a scale of not less than 1 inch equals 50 feet and shall contain the following information.
- **CONSTRUCTION PLANS** – For certain construction types, please contact us for more information.
- **ZONING CERTIFICATE FEE** – An application fee will be invoiced once a Zoning Certificate is ready to be issued. All fees can be paid through <https://eztrak.cagis.org/> and are nonrefundable. Contact our zoning plans examiners at 946-4550 for additional information.

SITE PLANS SHALL CONTAIN THE FOLLOWING INFORMATION

PROJECT INFORMATION: Cite the address, project, owner, builder, contractor and who prepared the plans.

THE SCALE: Plans drawn to scale are preferred and may be required were dimensions are not provided.

NORTH ARROW: The site plan is typically prepared with North pointing to the top of the site plan.

IDENTIFY: The Site plan should identify property lines, street names, existing & proposed structures including attached decks, steps, cantilevers, wing walls, accessory structures, fences, walls, pavement, driveways, walks, signs, contours, and other pertinent information.

LAND USE: Specify existing land uses verses the proposed land uses.

DIMENSIONS: Show the property lines, setbacks; parking layout and other applicable dimensions.

OTHER PLANS POSSIBLY REQUIRED (as required by the Zoning Plans Examiner)

PROFESSIONAL SEAL: A surveyor, architect or engineer seal must appear on certain plans construction types, per the Building Plans Examiner.

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PARKING: Complete the parking analysis worksheet.

LANDSCAPING: A detailed landscape plan including required & provided area, tree and shrub calculations, identifying plant types, graphically represented in the appropriate landscape areas.

LIGHTING: A detailed plan including the location, type and height of all proposed light fixtures in compliance with the zoning resolution lighting standards and noting maximum illumination at the property lines.

IMPERVIOUS SURFACE RATIO: Complete the ISR calculations worksheet for new non-residential construction.

SPECIAL ZONING SUBMITTAL INSTRUCTIONS

REVISION: Previously approved zoning certificate applications with changes will require complete re-submittal.

SIGNS: It is strongly recommended that sign companies contact a Zoning Plans Examiner for a preliminary review prior to the actual zoning certificate and building permit submittals.

"SIGN-OFFS": The Zoning Plans Examiner can review and sign-off on Building Permit applications form for:

- Residential interior alterations e.g. **basement finish**.
- Non-residential interior alterations for an **existing tenant** in a multi-tenant building or shopping center, where no changes in parking requirements occur.
- **Solar panels** mounted flush with the roof with no new projection.
- **Telecommunication towers**, antennas, cabinets, generator or fence enclosure within non-residential districts.
- Certain **"shell" permits** when the footer and foundation has already been approved for zoning.

The Building Division will not accept permit applications without approval or sign-off from the Zoning Division. Please contact the Building Division for their building permit application submission requirements at 513-946-4550.