

**Preble County**  
**Office of Land Use Management**  
**Planning/Zoning/GIS/Tax Map**  
101 E. Main St. Eaton, OH 45311  
937-456-8171

**NOTICE TO ZONING PERMIT APPLICANTS**

IN ORDER TO EXPEDITE THE ISSUANCE OF ZONING PERMITS,  
PLEASE SUBMIT THE FOLLOWING INFORMATION WITH YOUR  
COMPLETED APPLICATION.

**TOPOGRAPHY SURVEY SHOWING SITE PLAN WITH EXISTING  
CONTOURS AND PROPOSED CONTOURS AT TWO (2) FOOT  
INTERVALS, ALONG WITH FIRST (1st) FLOOR ELEVATION OF  
PROPOSED STRUCTURE.**

MINIMUM DRAWING SIZE - 8 1/2 X 11

THANK YOU FOR YOUR COOPERATION IN HELPING US TO  
BETTER SERVE YOU.

Office of Land Use Management  
Dept. of Building, Planning & Zoning  
Preble County Engineer's Office

**APPLICATION FOR ZONING PERMIT  
PREBLE COUNTY, OHIO**

APPLICATION # \_\_\_\_\_

The undersigned applies for 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 all information and attachments to this application are true and correct. The applicant is required, in addition to the information requested on this form, to submit plans, in triplicate and drawn to scale, showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot, and the location and dimensions of the proposed buildings or alterations.

**Location Description:**

Address \_\_\_\_\_

Township \_\_\_\_\_ Section \_\_\_\_\_ Range \_\_\_\_\_

Subdivision \_\_\_\_\_ n/a \_\_\_\_\_ Lot # \_\_\_\_\_ n/a

(If not located in platted subdivision, attach a legal description)

1. **Name of Owner:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** Home \_\_\_\_\_ Business: \_\_\_\_\_

2. **Existing Use:** \_\_\_\_\_

3. **Property Presently Zoned As:** ( \_\_\_\_\_ ) \_\_\_\_\_

4. **Proposed Use:** New Construction \_\_\_\_\_ Remodeling \_\_\_\_\_ **Valuation \$** \_\_\_\_\_

Business \_\_\_\_\_ Accessory Bldg \_\_\_\_\_ Industry \_\_\_\_\_

Residence \_\_\_\_\_ (Number of Units) \_\_\_\_\_ Sign \_\_\_\_\_ (size) \_\_\_\_\_ X \_\_\_\_\_

Other (Explain) \_\_\_\_\_

(If proposed use is business or industry, enclose a detailed description of the nature of the business or industry)

5. **Type of Sewage Disposal:** \_\_\_\_\_

6. **Percentage of lot to be occupied:** \_\_\_\_\_ %

7. **Lot:** Width \_\_\_\_\_ ft. Depth \_\_\_\_\_ ft. Lot Area \_\_\_\_\_ acres

8. **Square Footage:**

Industrial \_\_\_\_\_ sq ft Commercial \_\_\_\_\_ sq ft Office Space \_\_\_\_\_ sq ft

Residence \_\_\_\_\_ sq ft Garage \_\_\_\_\_ sq ft Basement \_\_\_\_\_ sq ft

(living space)

Accessory Bldg \_\_\_\_\_ sq ft

9. **Building Height:** \_\_\_\_\_ Storie(s) tall \_\_\_\_\_ Feet in height

10. **Yard Dimensions:** Front \_\_\_\_\_ Rear \_\_\_\_\_  
(setbacks)  
One Side \_\_\_\_\_ Sum of Side Yards \_\_\_\_\_

11. **Accessory Building Dimensions:** Height \_\_\_\_\_ Size \_\_\_\_\_ x \_\_\_\_\_

12. **Number of Off-Street Parking Spaces to be Provided:** \_\_\_\_\_

13. **Number of Off-Street Loading Berths to be Provided:** \_\_\_\_\_

On a separate sheet, attach a list of other supplemental requirements or conditions that will be met, or explain any points you feel need clarification.

**NOTE:** This permit shall be void if work is not started within one year or completed within 2 1/2 years.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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(For Official Use Only)

**Date to Preble County Engineers Office** \_\_\_\_\_ **Approved** \_\_\_\_\_

**Date returned from PC Engineers Office** \_\_\_\_\_ **Denied** \_\_\_\_\_

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(For Official Use Only)

**Amount Due: \$** \_\_\_\_\_ **Date Issued/Paid** \_\_\_\_\_ **Recpt #** \_\_\_\_\_

**Date of Action of Application** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_

**If application is denied, reason for denial:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Zoning Administrator**

- \_\_\_\_\_ Plot Plan
- \_\_\_\_\_ Four sets detailed plans with cross section
- \_\_\_\_\_ Sanitation Approval
- \_\_\_\_\_ Flood Plain