

CHAPTER 1176
Zoning Certificates

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1176.01 GENERAL.

This chapter sets forth the procedures to be followed in obtaining zoning certificates under this code.

1176.02 ZONING CERTIFICATES REQUIRED.

No land or structure shall be used or converted nor a building permit issued for the construction of a building or structure until a zoning certificate has been issued by the Director of Community Development or his designee. Failure to obtain a zoning certificate shall be a violation of this code. The certificate shall be issued only in conformity with the provisions of this code or the decision of the Board of Zoning Appeals, if applicable. However, a temporary certificate may be issued when a delay in the planting of trees is warranted, as provided in Subsection 1158.01(d) and Paragraph 1161.02(h)(3) or a delay in the paving of parking and stacking spaces, drives or aisles is warranted, as provided in Subsection 1153.01(g).

1176.03 APPLICATION FOR ZONING CERTIFICATE.

An application shall be submitted for a zoning certificate and the applicant shall attest that the information supplied in the application is true and correct. At a minimum, the application shall be accompanied with the following items:

- (a) Name, address and phone number of the applicant;
- (b) Legal description of the property;
- (c) Existing and proposed uses of the property;
- (d) Zoning district of the proposed use;
- (e) Plans in triplicate drawn to scale, showing the actual dimensions and the shape of the lot to be built upon; the exact size and location of existing buildings on the lot, if any; and the location and dimensions of proposed building(s) or alteration;
- (f) Building heights;
- (g) Number of off-street parking spaces or loading spaces and their layout;
- (h) Location and design of access drives;

- (i) Number of dwelling units;
- (j) Application for a sign permit;
- (k) A filing fee of \$25.00 if the zoning certificate pertains to a one-, two-, or three-family structure or a filing fee of one percent of the cost of the Building Permit in all other cases, but not less than \$25.00; and
(Ord. 04-248. Passed 8-10-04.)
- (l) Such other documentation as may be necessary to determine conformance with this code.

1176.04 ZONING CERTIFICATE APPROVAL.

Within five (5) working days after the receipt of the application for a zoning certificate, the Community Development Director or his designee shall either approve or disapprove the application in conformance with the provisions of this code. When plans are required, one copy of the plans shall be returned to the applicant after the Director or his designee has marked such copy either as approved or disapproved and so attested by his signature on the copy. One copy of the plans, similarly marked, shall be retained by the Director or his designee.

1176.05 ZONING CERTIFICATE REVOCATION.

The Community Development Director or his designee may issue a revocation notice to revoke a zoning certificate that was issued contrary to the code based upon false information or misrepresentation in the application. Written notice of such revocation shall be given to the person holding the certificate together with notice that further work, as described in the canceled certificate, shall not proceed unless and until a new certificate has been obtained or an extension granted.

1176.06 ESTABLISHMENT OF A USE TO BE AS APPROVED.

A use shall be established on the basis of the application and plans approved with a zoning certificate by the Community Development Director or his designee. Any use established contrary to that authorized shall be deemed a violation of this code.

1176.07 EXPIRATION OF ZONING CERTIFICATE.

If the work described in any zoning certificate has not been completed within the time specified, the certificate shall expire. The certificate shall be revoked by the Community Development Director or his designee according to the procedures prescribed in Section 1176.05 above.

1176.08 RECORD OF ZONING CERTIFICATES.

The Community Development Director or his designee shall maintain a record of all zoning certificates, and copies shall be furnished upon request to any person.