

KINGSTON TOWNSHIP

Delaware County, Ohio

9899 St. Rt. 521, Sunbury, OH 43074

740-524-0290, FAX 740-524-5304

E-mail: zoning@kingstontwp.org

APPLICATION FOR ZONING PERMIT (Revised 01-25-18)

All applications must be submitted to the Zoning Office, 9899 St. Rt. 521, Sunbury, OH 43074, with a filing fee as specified on the fee sheet. The Application shall be accompanied by the following:

- _____ Typewritten or neatly printed application filled out completely;
- _____ Specified fee;
- _____ A site plan (max 11" X 17") showing boundary lines; existing structures and driveways; proposed structures and driveways; front, rear, and side setbacks; road frontage; lot width at the building line; easements; flood plain data (if applicable); and accurate structural dimensions at the ground;
- _____ Document showing the front and side elevations and materials to be used for the roof and sides;
- _____ Structure staked and ready for inspection.

In Addition For New Built Homes also include:

- _____ Approved On-Site Sanitation Permit (septic or mound);
- _____ Certified Address for parcels previously that did not have an address;
- _____ Approved Driveway Culvert Permit for Township Roads (see Roads tab on website);
- _____ Address posted at road for New Build Homes.

Proposed Uses:

- _____ New construction (home)
- _____ Addition or enlargement to existing building (includes patios and decks attached to a structure)
- _____ Accessory Structure (such as a detached garage, storage, building, deck, or patio)
- _____ Swimming Pool
- _____ Other, Explain: _____

Name of Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Home Phone: _____

E-mail: _____

Name of Contractor or Applicant (if other than owner): _____

Mailing Address: _____

City: _____ Zip: _____

Business Phone: _____ Home Phone: _____

E-mail: _____

Should the zoning permit be sent to the Owner _____ or the Contractor _____?

Should the permit be e-mailed _____ or mailed _____?

Address of Property: _____

City: _____ Zip: _____

Lot Number: _____ (or) Parcel Number: _____

Size of Lot _____ Road Frontage _____ Lot Width at Building Line _____

Set Back: Front _____ Side _____ Side _____ Rear _____

(Set backs are the actual distance from the proposed structure. The front is to the centerline of the roadway, sides and rear are from the proposed structure to the property lines—see #1 below.)

Building Area (sq. ft.): 1st Floor _____ 2nd Floor _____ Garage _____

Total Size of Building (square foot) _____ Building Height: _____ Feet

(Living area exclusive of basements, porches, breezeways and garages.)

Number of Stories _____ Estimated Cost of Construction: _____

It is recommended that applicants review the Kingston Township Zoning Resolution prior to making application.

THE COMPLETE ZONING RESOLUTION (CODE) IS AVAILABLE FOR REVIEW OR PURCHASE (\$35.00) AT THE ZONING OFFICE; IT CAN BE EXAMINED AT THE SUNBURY COMMUNITY LIBRARY; AND IT CAN BE REVIEWED ON-LINE VIA THE DELAWARE COUNTY REGIONAL PLANNING WEBISTE www.dcrpc.org OR THE KINGSTON TOWNSHIP WEBSITE www.kingstontwp.org

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Applicant certifies that all information contained herein is true and accurate and is submitted to request the issuance of a zoning permit. Applicant agrees to be bound by provisions of the Zoning Resolution of Kingston Township, Delaware County, Ohio.

DATE _____

APPLICANT SIGNATURE _____

PERMIT PROCESS INFORMATION

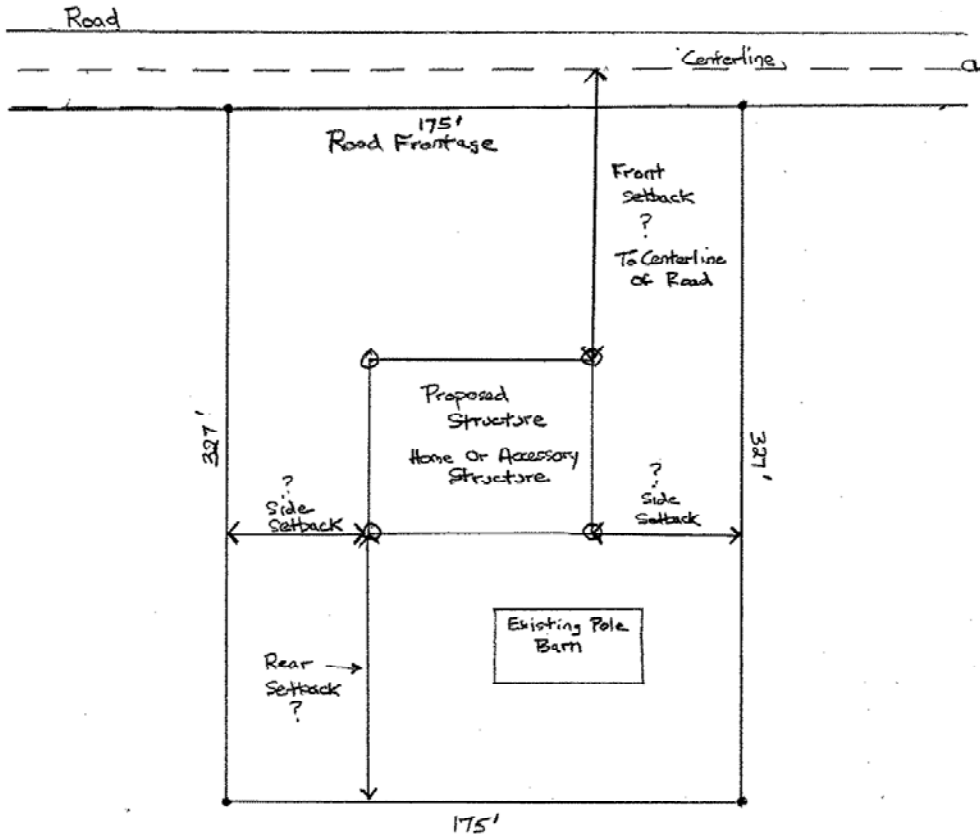
- 1. The majority of the township is zoned Farm Residential (FR1). Minimum lot size in FR1 is 1.95 acres. Front set backs are 130' from a state route center line and 90' from a township or country road center line. Side set backs are 25'. Rear set backs are 80' for a Primary Structure and 15' for Accessory Structures. The maximum building height is 35' from finished grade.

2. The appropriate fee is due at the time the Zoning Permit Application is filed. Fees will vary depending on the nature of the proposed use. The fee schedule is attached. Checks should be made payable to Kingston Township. You may:
 - mail the application to the Zoning Office at 9899 St. Rt. 521, Sunbury, OH 43074; or
 - drop off the application in the white drop box on the wall next to the door at the Township Hall located at the corner of St. Rt. 521 and Carter's Corner Road; or
 - drop if off in person during office hours on Thursdays, 8-noon or by appointment.
3. The address must be posted at the front of the lot near the road beside the driveway for New Build Homes.
4. The building location must be staked.
5. The Zoning Inspector will inspect the property when notified that it has been staked and posted with the address. Inspections usually occur on Thursday afternoons.
6. A zoning certificate (permit) will be issued after inspection. Be sure to note to whom the certificate should be sent and by what method.
7. Issuance of the zoning permit does not relieve the owner of the need to obtain any or all required development permits for building, subdivision, flood hazard, sanitation, culverts, driveways, addresses and the like.
8. Inadequate or inaccurate submittal of information may delay or result in denial of the permit.
9. Inadequate or insufficient attention to building and lot staking or address posting may delay or result in denial of the permit.
10. This application shall be valid for 30 days from the date of receipt by the Zoning Office.

Fees are charged for applications, review requests, and permits under the Kingston Township Zoning Resolution to cover the Township's administrative and out-of-pocket costs for the handling and processing of applications, requests for review, requests for consultation, and permit requests. Unless otherwise noted in the fee schedule, all fees are due upon the filing of an application, request for review, request for consultation, or permit request. No application shall be considered complete until the required fee is paid, and the processing and consideration of any request shall be suspended during any period when a fee is due but is unpaid.

Single Family Home (new construction)	\$500
Accessory Structure (greater than 200 square feet)	\$100
Includes detached garage, storage building, deck, or patio.	
Structure Addition Or Enlargement To Existing Building	\$100
Swimming Pool (in-ground, above ground, deeper than 1.5', wider than 8')	\$75
Consult Residential Zoning Fees found under the Zoning Tab for all other applicable fees.	

TYPICAL SITE PLAN KINGSTON TOWNSHIP



1. Identify or mark lot corners.
2. Stake corners of the proposed structure.
3. Show existing structures.
4. Show lot measurements.
5. Show setbacks to the proposed structure; both sides, rear and to the centerline of the roadway.