



CITY OF EATON BUILDING & ZONING DEPARTMENT

328 North Maple Street, Eaton, OH 45320
937-456-7155 | ebd@cityofeaton.org

Certificate of Zoning Compliance Application

The undersigned owner/applicant for the following property hereby submits this application requesting a Certificate of Zoning Compliance, as specified below:

1. Date:	
2. Address of subject property:	
3. Applicant:	
4. Applicant mailing address:	
5. Applicant phone number:	
6. Applicant email:	
7. Lot number:	
8. Current Zoning District:	
9. Current use:	
10. Proposed use:	
11. Type of sewage disposal, if applicable:	☐ City ☐ Private
12. Building information, if applicable:	Number of stories Building height Building area
13. Number of off-street parking spaces provided, if applicable:	

The following items must be submitted with this application:

- A. If the applicant is not the owner of the subject property, a notarized letter of authorization from the owner designating the applicant is their representative.
- B. Legal description of the property where the use is requested – either a deed or a drawing prepared by a surveyor registered with the State of Ohio.
- C. A vicinity map showing property lines, thoroughfares, existing zoning and existing uses on the subject property, and zoning and existing uses on surrounding properties.
- D. The application fee.

*A CZC shall become void at the expiration of one (1) year after the date of issuance unless construction has begun. If no construction has begun or the use has changed within (1) year of the date of the certificate, a new application and certificate shall be required. Construction is deemed to begin when all necessary excavation and piers or footings, one or more principal buildings included on the plan have been completed.

*Please be advised that the submission of additional supporting information may be required.

*The applicant should check with the City of Eaton Building and Zoning Office regarding any building code requirements or other permits as required by the State of Ohio and/or City Codes. Acceptance and/or approval of this application is not a guarantee against a change in development requirements or standards due to unforeseeable circumstances once the project and/or construction begins. The applicant is advised to consult with a specialist as needed.

Printed Name of Applicant:	
Signature of Applicant:	

Office Use Only:

Reviewer: _____ Date: _____ ☐ Approved ☐ Denied

Application Number: _____ Permit Number: _____