

CHAPTER 1116

ZONING CERTIFICATES

1116.01 CERTIFICATE REQUIRED; APPLICATION, ISSUANCE, TERM

- A. Before constructing, changing the use of or altering any building, including accessory buildings, or changing the use of any premises, erecting fences or signs, application shall be made to the Director of Public Safety and Service for a zoning certificate. The application shall include the following information as applicable:
1. A plot plan drawn to scale showing the exact dimensions of the lot to be built upon.
 2. The location, dimensions, height and bulk of structures to be erected.
 3. The intended use.
 4. The proposed number of sleeping rooms, dwelling units, occupants, employees and other uses.
 5. The yard, open area and parking space dimensions.
 6. Any other pertinent data as may be necessary to determine and provide for the enforcement of this Zoning Code.
 7. Appropriate fee which is nonrefundable.
- B. Within ten days after the receipt of application, the Director of Public Safety and Service shall issue a zoning certificate if the application complies with the requirements of this Zoning Code and the application is accompanied by the proper fee as indicated in Section 1117.08. If review is required in Chapter 1103 or 1131 of the codified ordinance, then a zoning certificate shall not be issued until approved by the Planning Commission or the Design Review Board, as applicable. (Revised-Ord. F-05. Passed 4-4-05.)
- C. The zoning certificate shall become void at the expiration of six months after the date of issuance unless construction is started or the use changed as applied for in the application. If no construction is started or use changed within six months of the date of the permit, a new permit is required upon proper application.
- D. If the application is for a conditional zoning certificate, the application procedure set forth in Chapter 1111 will be followed in lieu of the above regulations.

1116.02 FEES AND COSTS

- A. Fees. Council shall establish a schedule of fees, charges, expenses and required materials as well as a collection procedure for application fees, zoning and building permits, certificates of occupancy, appeals and other matters pertaining to this ordinance. The fee schedule may be altered or amended only by City Council. See Section 1117.08 for fee schedule.
- B. A recreation charge per family unit shall be charged and collected at the time a zoning certificate is issued. The recreation charge shall be used for the purchase and/or development of parklands. This charge shall apply to all dwelling units whether for single family dwellings or multifamily dwellings. In the event the zoning certificate has expired and no construction has begun within one year from the payment of the recreation charge, the applicant may apply for a refund of the recreation charge. Additionally, the applicant may apply for a refund where the finished construction is of a lesser density use than originally determined.
- C. The fees for a zoning certificate shall be collected with the application. The recreational charge shall be collected at the time a zoning certificate is issued.