

Zoning Certificate Application Packet

List of Support Documents



The Planning and Zoning Department processes Zoning Certificates for all commercial and residential improvements in Fairfield Township. You must obtain a Zoning Certificate before you start construction on your project. When filing for an application please make sure that you provide complete and accurate information so staff can efficiently review plans. Below is a partial list of improvement activities that require a Zoning Certificate. Please review the list below and provide the appropriate documents and quantities when you submit your application.

If you have any questions please contact the Planning and Zoning Department at 513-887-4400.

Residential Applications

New Construction (Single Family/Duplex)*

- 4 Site Plans
- 4 Sets of construction Drawings
- 2 of the required 4 full sets (site and construction) must be reduced – 11” x 17” max.
- Digital Copy of all plans required

New Construction (Multi-Family)**

- 6 Site plans (to scale)
- 6 Construction Drawings
- 2 of the required 5 full sets (site and construction) must be reduced – 11” x 17” max.
- 2 landscaping plans
- 2 photo-metric lighting plans
- Digital copy of all plans required

All decks, pools Residential Remodeling/additions and Accessory Structures and sheds (greater than 200 square feet) *

- 4 Site Plans
- 4 Sets of construction Drawings
- 2 of the required 4 full sets (site and construction) must be reduced – 11” x 17” max.
- Digital Copy of all plans (if available)

Residential Fences and Sheds less than 200 square feet

- 2 Site Plans
- 2 Sets of construction Drawings
- Digital Copy of all plans (if available)

Commercial Applications

New Commercial Building**

- 6 Site plans (to scale)
- 6 Construction Drawings
- 2 of the required 6 full sets (site and construction) must be reduced – 11" x 17" max.
- 2 landscaping plans
- 2 photo-metric lighting plans
- Digital copy of all plans required

Tenant Finish, Remodel, Addition**

- 6 Site plans (to scale)
- 6 Construction Drawings
- 2 of the required 6 full sets (site and construction) must be reduced – 11" x 17" max.
- 2 landscaping plans (if applicable)
- 2 photo-metric lighting plans (if applicable)
- Digital copy of all plans required

Accessory Building/Structure**

- 6 Site plans (to scale)
- 6 Construction Drawings
- 2 of the required 5 full sets (site and construction) must be reduced – 11" x 17" max.
- 2 landscaping plans
- 2 photo-metric lighting plans
- Digital copy of all plans required

Permanent Signs, Patio, Awnings, commercial fence*

- 6 Site plans (to scale)
- 6 Construction Drawings
- 2 of the required 5 full sets (site and construction) must be reduced – 11" x 17" max.
- 2 landscaping plans (for ground signs)
- Digital copy of all plans required

Temporary Signs

- 2 Site plans (to scale)
- 2 Construction Drawings
- Digital copy of all plans (if available)

*** Also requires permit from the Butler County Building and Zoning Department**

**** Also requires permit from the Butler County Building and Zoning Department and review from the Fairfield Township Fire Department**