

## ARTICLE VI

### ENFORCEMENT

#### 601 Zoning Permits Required

No building or other structure shall be erected, moved, added to, structurally altered nor shall any building, structure, or land be established or changed in use without a permit therefore issued by the Zoning Inspector. Zoning permits shall be issued only in conformity with the provisions of this ordinance unless the Zoning Inspector receives a written order from the board of Zoning Appeals deciding an appeal, conditional use or variance or from the Village Council approving a Planned Unit Development District, as provided by this ordinance.

#### 602 Contents of Application for Zoning Permits

the application for zoning permit shall be signed by the owner or applicant attesting to the truth and exactness of all information supplied on the application. Each application shall clearly state the permit shall expire and may be revoked if construction has not begun within one hundred twenty (120) days or completed within two (2) years. At a minimum, the application shall contain the following information:

- A. Name, address, and phone number of applicant
- B. Legal description of property
- C. Existing use
- D. Proposed use
- E. Zoning district
- F. 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 the proposed building(s) or alteration.
- G. Building heights
- H. Number of off-street parking spaces or loading berths.

NO. \_\_\_\_\_

DATE: \_\_\_\_\_

ZONING APPLICATION

VILLAGE OF COVINGTON, OHIO

Owner \_\_\_\_\_ Present Address: \_\_\_\_\_

Location of Construction \_\_\_\_\_

Phone Number: \_\_\_\_\_ Zone \_\_\_\_\_ Lot No. \_\_\_\_\_

Lot Size \_\_\_\_\_ Abuts to \_\_\_\_\_

Use of Structure: \_\_\_\_\_ Business \_\_\_\_\_ Industrial \_\_\_\_\_ Commercial \_\_\_\_\_

\_\_\_\_\_ Residential \_\_\_\_\_ Existing Use \_\_\_\_\_ Sign \_\_\_\_\_

Type of Construction: \_\_\_\_\_ New \_\_\_\_\_ Remodel \_\_\_\_\_ Improvement \_\_\_\_\_

\_\_\_\_\_ Addition \_\_\_\_\_ Off-Street Parking Spaces \_\_\_\_\_ No. of Units \_\_\_\_\_

Developer \_\_\_\_\_ Contractor \_\_\_\_\_

Description of Construction: Show all lot lines, distance from lot lines, number of stories, size, materials, roof, basement, foundation, wiring, heating, plumbing, porches, garages, etc.. Drawing or sketch can be placed on back of application or attached.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Construction: \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

To Be Completed by Street Dept.

To Be Completed by Water and Sewer Department

Grade \_\_\_\_\_

Water Tap Fee Paid \_\_\_\_\_

Surface \_\_\_\_\_

Sewer Tap Fee Paid \_\_\_\_\_

Curb & Gutter \_\_\_\_\_

Remarks: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Further, I shall comply with the Ordinances and Building and Zoning Restrictions which are in force and all laws relative there and to guarding the obstructions placed in the streets or sidewalks incident to such building or repairs and that I shall keep the same lighted at such times as required thereby, and I shall hold the Village harmless for any and all damage or liability because of the issuance of this permit and the construction and repair of this work.

Permit Fee \_\_\_\_\_

Paid \_\_\_\_\_

Returned \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Granted \_\_\_\_\_

Contractor's Signature \_\_\_\_\_

Zoning Inspector

Mayor's Signature \_\_\_\_\_

Note: This permit shall be void if work has not started within 120 days or completed within two (2) years. If either shall arise a new permit will have to be applied for.

25-A.

- I. Number of dwelling units
- J. Such other matters as may be necessary to determine conformance with, and provide for the enforcement of this ordinance.

(See application form in Appendix.)

#### 603 Approval of Zoning Permit

Within thirty (30) days after the receipt of an application, the Zoning Inspector shall either approve or disapprove the application in conformance with the provisions of the ordinance. All zoning permits shall, however, be conditional upon the commencement of work within one year. One copy of the plans shall be returned to the applicant by the Zoning Inspector, after the Zoning Inspector shall have marked such copy either as approved or disapproved and attested to same by his signature on such copy. One copy of the plans, similarly marked, shall be retained by a placard, to be posted in a conspicuous place on the property in question, attesting to the fact that the use or alteration is in conformance with the provisions of this ordinance.

#### 604 Submission to Director of Transportation

Before any zoning permit is issued affecting any land within three hundred (300) feet of the centerline of a proposed new highway or a highway for which changes are proposed as described in the certification to local officials by the Director of Transportation or any land within a radius of five hundred (500) feet from the point of intersection of said centerline with any public road or highway the Zoning Inspector shall give notice, by registered mail to the Director of Transportation that he shall not issue a zoning permit for one hundred twenty (120) days from the date the notice is received by the Director of Transportation. If the Director of Transportation notifies the Zoning Inspector that he will proceed to acquire the land needed, then the Zoning Inspector shall refuse to issue the zoning permit. If public interest of upon the expiration of the one hundred twenty (120) day period of any extension thereof agreed upon by the Director of Transportation and the property owner, the Zoning Inspector shall, if the application is in conformance with all provisions of this ordinance issue the zoning permit.

605 Expiration of Zoning Permit

If the construction described in any zoning permit has not begun within one hundred twenty (120) days from the date of issuance thereof, said permit shall expire; it shall be revoked by the Zoning Inspector; and written notice thereof shall be given to the persons affected. If the construction described in any zoning permit has not been substantially completed within two years of the date of issuance thereof, said permit shall expire and be revoked by the Zoning Inspector and written notice thereof shall be given to the persons affected, together with notice that further construction as described in the cancelled permit shall not proceed unless and until a new zoning permit has been obtained or extension granted.

606 Certificate of Occupancy

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a certificate of occupancy shall have been issued thereof by the Zoning Inspector stating that the proposed use of the building or land conforms to the requirements of the ordinance.

606.1 Application for Occupancy Certificate

Every application for a building permit or zoning permit shall be deemed to be an application for an occupancy certificate. Every application for an occupancy certificate for a new use of land when no building permit is required shall be made directly to the Zoning Inspector.

606.2 Issuance of Occupancy Certificate

The occupancy certificate shall be issued or written notice shall be given to the applicant stating the reasons why a certificate cannot be issued, not later than fourteen (14) days after the Zoning Inspector is notified in writing that the building or premises are ready for occupancy.

607 Temporary Certificate of Occupancy

A temporary certificate of occupancy may be issued by the Zoning Inspector for a period not exceeding six (6) months during alterations or partial occupancy of a building pending its completion.

608 Record of Zoning Permits and Certificates of Occupancy

The Zoning Inspector shall maintain a record of all zoning permits and certificates of occupancy and copies shall be furnished upon request to any person.

609 Failure to obtain a Zoning Permit or Certificate of Occupancy

Failure to obtain a zoning permit or certificate of occupancy shall be a violation of this ordinance and punishable under section 612 of this ordinance.

610 Construction and Use to Be as Provided in Applications, Plans, Permits, and Certificates

Zoning permits or certificates of occupancy issued on the basis of plans and applications approved by the Zoning Inspector authorize only the use, and arrangement, set forth in such approved plans and applications or amendments thereto, and no other use, arrangement or construction. Use, arrangement, or construction contrary to that authorized shall be deemed a violation of this ordinance, and punishable as provided in section 612 of this ordinance.

611 Complaints Regarding Violations

Whenever a violation of this ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint stating fully the causes and basis thereof shall be filed with the Zoning Inspector. The Zoning Inspector shall record properly such complaint, immediately investigate, and take action thereon as provided by the ordinance.

612 Penalties for Violation

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violations of conditions and safeguards established in various sections of this ordinance, shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall upon conviction thereof be fined not more than one hundred (100) dollars or imprisoned for not more than thirty (30) days, or both, and in addition shall pay all costs and expenses involved in the case. Each day such violation continues after receipt of a violation notice, shall be considered a separate offense.

## ARTICLE VII

### PROVISIONS FOR OFFICIAL ZONING MAPS

#### 701 Official Zoning Maps

The district established in Article 8 of this ordinance as shown on the Official Zoning map which, together with all explanatory matter thereon, are hereby adopted as part of this ordinance.

#### 702 Identification of the Official Zoning Maps

The Official Zoning Map shall be identified by the signature of the Mayor, attested by the Village Clerk, and bearing the seal of the Village.

#### 703 Interpretation of District Boundaries

Where uncertainty exists with respect to the boundaries of any of the zoning districts as shown on the official Zoning map, the following rules shall apply:

- a. Where district boundaries are indicated as approximately following the center lines of thoroughfares or highways, street lines, or highway right-of-way lines, such center lines, street lines, or highway right-of-way lines shall be construed to be such boundaries;
- b. Where district boundaries are so indicated that they approximately follow the lot lines, such lot lines shall be construed to be said boundaries;
- c. Where district boundaries are so indicated that they are approximately parallel to the center lines or street lines of streets, or the center lines or right-of-way lines of highways, such district boundaries shall be construed as being parallel thereto and at such distance therefrom as indicated on the Official Zoning Map. If no distance is given, such dimensions shall be determined by the use of the scale shown on the Official Zoning Map.

- d. Where the boundary of a district follows a railroad line, such boundary shall be deemed to be located in the middle of the main tracks of said railroad line;
- e. Where the boundary of a district follows a stream, lake, or other body of water, said boundary line shall be deemed to be at the limit of the jurisdiction of the village unless otherwise indicated.

704 Zoning of Annexed Land

On land hereafter annexed to, or consolidated with, the Village of Covington, no building or structure shall be erected, enlarged or moved and no change in the use of land or existing buildings or structures shall be made until an ordinance designating the zoning district classification of such annexed land is duly adopted by Village Council. Within 30 days of the annexation, the Zoning Board shall file an application for an amendment to establish the zoning district classification of such land. Action shall be taken by the Village Council regarding the classification of annexed land within 60 days of its receipt of the amendment from the Zoning Board.