

Village of Greenhills

11000 Winton Rd. Greenhills, Ohio 45218

Telephone: 513-825-2100

Fax: 513-825-2370

Email: ekovach@greenhillsohio.org

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE BUSINESS, INDUSTRIAL, OR INSTITUTIONAL USES

A Certificate of Zoning Compliance must be obtained prior to occupying or leasing any commercially-zoned property or tenant space. **Greenhills prefers to have the business owner complete this form.**

Business Owner: Please complete this form in its entirety & submit this form to Greenhills to obtain approval for your occupancy of a commercial building or tenant space. If you are proposing interior modifications, also include a proposed floor plan indicating the changes. Greenhills will review the proposed use for zoning compliance.

Business name: _____ Federal Tax ID #: _____

Current Street address: _____ State: _____ ZIP: _____

Owner/Mgr: _____ Business phone: _____

Company Email Address: _____

24/7 Emergency Contact: _____ Phone: _____

Address of space to be occupied in Greenhills: _____

(Provide floor plan showing exact location, size of space, & dimensions.)

Give a detailed description of proposed business, service, product, etc.: _____

Anticipated number of employees: _____

Square footage of space to be occupied: _____

Vendor's License Attached (Businesses are required to apply to the Hamilton County Auditor for this License which authorizes the business to make taxable sales and collect sales tax.)

Building or tenant space frontage linear measurement: _____ FT

This is the lineal measurement of the building or tenant frontage where the entrance door is located.

Signature of Business Owner: _____

Interior Changes /proposed build-out - attach floor plan detailing changes

No Changes will be made

Work to be performed by: _____

Interior Changes - made by property owner prior to tenancy; attach *floor plan detailing changes*

Exterior Changes - attach elevations & plans detailing changes, *as applicable*

No Changes will be made

Property Owner, *if different*: _____

Phone: _____

Property Owner address, city, state, ZIP: _____

24/7 Emergency Contact: _____

24/7 Phone: _____

Signage - Temporary & Permanent

Contact Greenhills to discuss signage needs. A Zoning Compliance Certificate is required in advance for all Temporary & Permanent Signs; Building Permits may also be required.

Interior Modifications

Changes to the interior of any building or tenant space require Zoning Approval, and may require Building Permits. Prepare and submit a floor plan which indicates changes to be made to the interior of the building.

Exterior Modifications

Any proposed change to the exterior of a building or tenant space will require property owner approval, as well as the Village's review & approval PRIOR to initiating the change; Building Permits may also be required. Submit elevations and building plans along with this application to initiate a preliminary review.

Fee: \$ _____ Date Received: _____ Received By: _____ Payment: CASH CHECK CREDIT Receipt # _____