



**NON-RESIDENTIAL STRUCTURES  
ZONING CERTIFICATE APPLICATION**

Xenia Township  
8 Brush Row Rd., Xenia OH 45385

Phone: 937-372-0859 · Fax: 937-372-3343 · www.xeniatownshipoh.gov

**PROPERTY AND CONTACT INFORMATION**

Name of Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Property: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Email Address : \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Email Address: \_\_\_\_\_

**PROPOSED CONSTRUCTION**

Proposed Building Use: \_\_\_\_\_

**NON-RESIDENTIAL STRUCTURES**

Total Floor Space: \_\_\_\_\_ sq. ft. Height to Peak of Roof: \_\_\_\_\_ ft.

Property Line Setbacks: FRONT \_\_\_\_\_ ft. REAR \_\_\_\_\_ ft. SIDE \_\_\_\_\_ ft. SIDE \_\_\_\_\_ ft.

**Other Information Required:**

- ◆ Plot plan of property including existing buildings, **proposed buildings, well, septic.**
- ◆ Copy of construction drawings.
- ◆ The building must be staked for inspection of setbacks.
- ◆ New construction must have proof of Approved Septic Design and driveway permit

**Total Amount of lot covered by a non-permeable surface may not exceed 15% of the total area of the lot**

**FEES:**

1 <sup>st</sup> 5, 000 SQ FT	\$150.00
Each Additional 1,000 SQ FT	\$23.00
Accessory Structure under 200 SQ FT	\$50.00
Accessory Structure over 200 SQ FT	\$75.00

I hereby certify that all of the information supplied in this application and attachments are true and correct to the best of my knowledge, information and belief. I hereby consent to the inspection of the subject property and of any buildings or structures to be constructed thereon by the Township Zoning Inspector. I hereby acknowledge that I understand that if the construction or use described in the zoning certificate has not begun or been substantially pursued within one year from the date of issuance, said zoning certificate shall become null and void.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**\*This Zoning Certificate will be forwarded to Greene County Building Regulations and Greene County Engineers Office, if SM4 is applicable. You will need to contact one or both Departments for further instructions. \***

*NOTE: REFUSAL OF THIS CERTIFICATE MAY BE APPEALED BY FILING AN APPLICATION WITHIN 20 DAYS OF DENIAL*

This application has been \_\_\_\_\_ **APPROVED** \_\_\_\_\_ **REJECTED** for issuance of a Zoning Certificate by the Xenia Township Zoning Inspector.

\_\_\_\_\_  
Xenia Township Zoning Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

**\*NO REFUND WILL BE ISSUED FOR ANY REASON\***

**SECTION 404 - SCHEDULE OF YARD AND LOT REQUIREMENTS ZONING DISTRICTS AND DWELLINGS**

DISTRICT	MIN. LOT AREA PER FAMILY	MIN. ROAD FRONTAGE	MIN. ROADSIDE YARD SET-BACK	MIN. INTERIOR YARD SET-BACK	MIN. LIVING AREA PER UNIT SQ. FT.	WATER, SEPTIC & SEWER FACILITIES
A	5 Acres	300 ft.	70	40	1800	ON-SITE
E	3 Acres	150 ft.	50	20	1800	ON-SITE
R-1	½ acre	150 ft.	40	10	1800	OFF-SITE
R-M	2/1 Ratio	Unit to green space			900	ON-SITE

**SECTION 504 ACCESSORY BUILDING:**

1. No part of any garage or accessory building footprint shall be within a required interior yard or roadside yard in any district.
2. No part of any garage or accessory building footprint shall be in the yard created by a projection of the edge of the roadway to the footprint of the principal residential building in any non-residential district. For a corner lot, the projection shall extend to the intersection of the roads that create the corner
3. No part of any garage or accessory building footprint shall be on the roadside of the footprint of the principal building in any residential district.
4. Construction of an accessory building may precede construction of a principal building, but the permit application must be submitted with a site plan showing location of main building(s), other accessory building(s), driveways, parking, and utilities. Under no circumstance will an accessory building be used for habitation.

**SECTION 509 PROJECTIONS INTO REQUIRED YARDS:**

The building footprint shall not be within the required roadside and interior yards. Open structures such as uncovered steps, porches, balconies, decks, and platforms as well as chimneys, flues, sills, pilasters, cornices, eaves, gutters and other similar features may project halfway into a required roadside or interior yard.

**MAXIMUM PERCENTAGE OF LOT COVERAGE FOR RESIDENTIAL DISTRICTS**

15% for Districts A, E, R-1, RM

**Xenia Township is in an Ohio EPA Storm Water Management & Compliance Area (SM4)**

**If your construction project disturbs one (1) acre or more, or is the start of a phase that will, you must also obtain a Storm Water Permit from the Greene County Engineer's Office.**

**Obtaining a Storm Water Permit**

The NPDES Phase II rule requires construction sites disturbing equal to or greater than one acre and less than five acres to control pollutants in stormwater runoff. Construction activity disturbing less than one acre requires a permit if it is part of a larger common plan of development or sale disturbing a total of one acre or greater, or is individually designated for permit coverage by the NPDES permitting authority. This will include SWAPP, Ohio EPA, NOI Permit, Drainage Calculations, EPA Checklist, Maintenance Agreement, Etc.

Contact Greene County Engineer for more assistance at 937-562-7500 or <https://www.greenecountyohio.gov/1518/Stormwater-Regulations>

Complete Ohio EPA SWP3 Checklist:

<https://epa.ohio.gov/divisions-and-offices/surface-water/guides-manuals/storm-water-pollution-prevention-plan-swp3-checklist-oh000005->

Complete Greene County Storm Water Permit:

<https://www.greenecountyohio.gov/DocumentCenter/View/28978/Greene-County-Stormwater-Permit-Application-PDF?bidId=>

You will need to obtain for Greene County:

1. COMPLETED STORMWATER POLLUTION PREVENTION PLAN CONTACT LIST
2. 1 COPY OF COMPLETE SWP3 (Plan sheets, Documents, Forms, Etc.)
3. 1 COPY OF COMPLETED OHIO EPA SWP3 CHECKLIST
4. 1 COPY OF STORM DRAINAGE AND WATER QUALITY CALCULATIONS
5. 1 COPY OF BMP MAINTENANCE AGREEMENT WITH LONG TERM MAINTENANCE PLAN
6. DIGITAL COPY (pdf) OF ALL ITEMS SUBMITTED