



West Chester Community Development Department Commercial Zoning Certificate Process

- Step 1. Consult with West Chester Township Community Department to become familiar with the development standards of the West Chester Zoning Resolution. A pre-application meeting with the Community Development Department is highly recommended for high profile or special use projects.

West Chester Community Development Department
9577 Beckett Road, Suite 100
West Chester, Ohio 45069
Phone: (513) 777-4214
Fax# (513) 874-6804
www.westchesteroh.org

Aaron Wiegand, Community Development Director
Timothy Valentine, Property Advisor (Commercial)
Bernie Schroeder, Property Advisor (Residential)

- Step 2. If project requires a conditional use or any variance requests, it will need to go before the Board of Zoning Appeals (BZA). The BZA meets monthly, typically on the second Wednesday. Applications must be received three (3) business days prior to submission deadline, which is approximately one (1) month before the meeting. It may take between six (6) and eight (8) weeks to obtain the approval for a conditional use.

Submit applicable plans along with the Application for Zoning Certificate to the Community Development Department. These plans should include:

- Six (6) full size sets of construction documents*.
 - Three (3) reduced sets of construction documents. [11" X 17"]
 - Eight (8) full size sets of site plan (civil) drawings*.
 - Three (3) reduced sets of site plan (civil) drawings. [11" X 17"]
- * Plans should have wet stamp of architect and/or engineer

Copies of the plans will be transmitted to the West Chester Fire Department headquarters for concurrent reviews and approvals during this step as well.

West Chester Fire Department Headquarters
9119 Cincinnati-Dayton Road
West Chester, Ohio 45069
Phone: (513) 777-1133
Fax: (513) 777-1157
Captain Scott Brooks (513) 759-7243

Applications are typically processed within three (3) business days.

Step 3. Collect Zoning Certificate and pay applicable fee (see attached fee schedule) at the Community Development Department. Applicant must return to the Community Development Department to pick up the approved plans and the Zoning Certificate. The applicant will then need to hand deliver these items to the Butler County Building Department.

Step 5. Proceed to the Butler County Building Department with Zoning Certificate and plans. The Building Department will distribute the plans to all other applicable Butler County agencies. Butler County typically processes plans within a two (2) week period. See attached scheduled for detailed information.

Butler County Building Department
130 High Street
Hamilton, Ohio 45011
Phone: (513) 887-3205
Fax: (513) 887-5661
Dennis Dickard, Building & Zoning Administrator

Step 6. Commence construction after Building Permit is approved. Consult with Building Department to determine required inspections during the construction process.

Step 7. Call for Final Zoning Inspection after project is complete. The Community Development Department will issue a Final Inspection Certificate stating the completed project has been built in accordance with the applicable provisions of the West Chester Zoning Resolution. The Community Development Department will fax a copy of this to the Butler County Building Department who will in turn issue a Certificate of Occupancy.