

APPLICATION INSTRUCTIONS

Butler Township Zoning Permit

An application for a Butler Township Zoning Permit must be submitted on the attached form. The following instruction and explanation are provided to assist you in completing your application form. If you need help, please contact the Butler Township Government Center at 937 898-6735..

Please review this instruction sheet first, then remove before completing and submitting the application. Each instruction below corresponds to a question on application.

1. What is the location of the property where the work is to be performed. You can usually find your lot number and plat name on the deed to your property. If you do not know your lot number and/or plat name, leave it blank and someone in the office will look it up for you.
2. Who is the owner of the property, and what is their phone number and address. If you are the property owner, but do not live at the location for which the application is being made, fill out your address where you currently live.
3. Who is the current occupant. If you are the property owner and occupant, just write in "same" on the line. If this is a business location (rather than using an individuals name) use company name (as used at that location).
4. Who is the contractor that will do the work. If you are going to do the work yourself, then just put "self" on the line.
5. What are you going to do with the property, or what is the application being made for, e.g. a 10' x 20' room addition; a 12' x 15' patio deck; a new single family residence; etc. You then need to check the appropriate box regarding how the property is being used.
6. Your plot plan is the single most important item in your application and in many cases will determine whether or not you receive a permit. We will use your plot plan to determine if what you intend to do meets the minimum standards of the Zoning Resolution. If what you intend to is not clear, or information is missing or incorrect (e.g. distance to property lines, etc.) the processing of your application may be delayed or your whole application may be rejected. Three (3) plot plans are required to be submitted with a residential Zoning Permit application; four (4) plot plans are required to be submitted with a commercial/industrial Zoning Permit application.

When submitting your application, take a minute to have someone look it over. If you have any question, please ask.

PROCESING TIME: Every effort is made to process your Zoning Permit application in a timely manner. Provided everything is in order, applications for a Zoning Permit (associated with residential construction) will be issued on the following business day the application was made.

Applications associated with commercial/industrial permit may take from one to twenty days to process.

BUTLER TOWNSHIP ZONING CERTIFICATION APPLICATION

1. Property Location: _____
 Lot No.: _____ Plat: _____

2. Property Owner: _____ Phone: _____
 Address: _____

3. Occupant: _____

4. Contractor: _____ Phone: _____
 Address: _____

5. Proposed Type Of Use: _____
 Residential _____ Office _____ Commercial _____ Industrial _____
 Other (specify) _____

7. A plot plan (drawn to scale) must be submitted in triplicate showing the actual lot dimensions, the exact size and location of all buildings on the lot, proposed new construction, and indicate the existing and intended use of all land and buildings.
 - a. Lot Dimension (in feet and inches): Main Road Frontage: _____
 - b. Set Back From Road Right-of-way: _____
 - c. Side Yard Set Back: _____ Side _____ Side _____
 - d. Rear Yard Set Back: _____
 - e. Depth of Lot From Right-of-way: _____
 - f. Building or Sign Dimensions: _____ x _____ = _____ sq. ft.
 - g. Square footages: Basement: _____ First Floor: _____
 Second Floor: _____ Garage: _____
 - h. Highest point of building above established grade: _____ ft.
 - i. Number of Stories: _____ Basement: _____
 Off Street Parking Spaces: _____
 - j. Valuation: \$ _____

I hereby swear that the information and statements given on this application are true and correct to the best of my knowledge. I understand that if the information in this application is not correct or complete, the result may be the invalidation of this and all subsequent permit(s) issued in conjunction with this Zoning Permit.

_____ Date Filed _____ Signature of Applicant

=====FOR TOWNSHIP USE ONLY=====

Permit Number: _____ Date Issued: _____
 Zoning District: _____ Permit Fee: _____
 Article: _____ Section: _____ Use: () Conforming () Nonconforming
 () Special, BZA Case No.: _____ Approved: () () Disapproved
 () Conditional Approved

Remarks/Restrictions: _____

_____ Zoning Administrator _____ Date