

Instruction Sheet for Zoning Application Compliance

Steps

1. Zoning Application will be delivered to property by the Elizabeth Township Zoning Inspector
2. Complete the Elizabeth Township Zoning Application
3. Have the person signing the application take it to a Notary Public to be Notarized
4. Include an 8 ½ x 11 drawing of the existing property and any additions or changes that will be made
5. Contact the Zoning Inspector at 937-335-1252
6. Application will be picked up by the Zoning Inspector
7. Zoning Inspector will collect a fee by check for \$75 made out to Elizabeth Township
8. The Zoning Inspector will Approve or Disapprove the Application
9. If approved, the Elizabeth Township Zoning Application will be signed by the Zoning Inspector and the Orange Zoning Certificate will be issued and delivered to the property
10. Take Elizabeth Township Zoning Application and Orange Zoning Certificate to the Miami County Building Regulations Department at 510 W. Water Street in Troy located in the Hobart Government Center and apply for required permits.