

## **Instruction Sheet for Declaration of Intent**

1. Zoning Declaration of Intent will be delivered to the property by the Elizabeth Township Zoning Inspector.
2. Complete the Declaration of Intent form.
3. Be sure to read the sentence in bold print reference Section 519.01 of the Ohio revised Code.
4. Have the person signing the application take it to a Notary Public to be Notarized.
5. Include an 8 ½ x 11 drawing of the existing property and any additions or changes that will be made.
6. Contact the Zoning Inspector at 937-335-1252.
7. The Zoning Inspector will pick up the application.
8. A copy of the Declaration of Intent will be returned for your records.