

# City of Silverton Application for Zoning Certificate FAQ

## Why do I Need a Zoning Certificate?

A Zoning Certificate ensures all construction within the City of Silverton complies with its zoning regulations.

## For What Types of Projects?

A Zoning Certificate is required for all new construction. This includes:

- New Homes
- Additions to Homes
- Finishing Basements
- New Apartments
- New Commercial and Industrial Buildings
- Additions to Commercial and Industrial Buildings
- New Businesses
- Home Occupations
- Swimming Pools
- Storage Sheds
- Detached Garage
- Signs, Permanent and Temporary
- Fences

The list is not all inclusive, but does indicate the most common projects which require a certificate. Zoning Certificates are not normally required for remodeling projects such as remodeling a kitchen or bath, new windows or a new roof.

## What Do I Need to Obtain a Zoning Certificate?

To obtain a Zoning Certificate you must complete an application form. This is a one page form that provides basic information on the proposed project. In addition to the application form you must provide one (1) copy of a site plan and one (1) copy of the plans for your project. There is an application fee required for each application.

## What Is the Zoning Permit Application Fee?

The Zoning Permit Application Fee is \$50 for basic zoning permit review.

Additional fees may be required in accordance with the City of Silverton Land Use Code.

## How Long Does it Take to Get a Zoning Certificate?

Most Zoning Certificates can be issued within 5 days provided the application is complete. Commercial, Industrial, Multi-family, and subdivision projects will require more time due to a requirement for a site plan review. Zoning Certificates for these projects can be issued in approximately two (2) weeks depending on the complexity of the project.

## Where Do I Get a Zoning Certificate?

Zoning Certificates are issued at the City of Silverton Administration Building located at 6860 Plainfield Road, Silverton Ohio 45236. Office Hours are from 8:00 AM to 4:30 PM, Monday through Friday.

### Planning Section Staff

JoAnna Brown, Senior City Planner &  
Zoning Administrator  
Telephone: 513-936-6240, ext. 16  
E-mail: [jbrown@cityofsilverton.com](mailto:jbrown@cityofsilverton.com)

### Building Section Staff

Bill Knight, Code Enforcement Officer  
Telephone: 513-936-6240, ext. 27  
E-mail: [wknight@cityofsilverton.com](mailto:wknight@cityofsilverton.com)



*Note:* Zoning Certificate applications can be downloaded from the city website.

*Please visit us at [www.cityofsilverton.com](http://www.cityofsilverton.com)*