



PRE-APPLY

## DARBY TOWNSHIP ZONING PERMIT

### Master Permit

**Abstract**  
To be completed for final approval.

Jackie Ward  
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Original 02-20-2021  
Update: 12-18-2025

## **Application for Zoning Permit**

**Name of Applicant:**  **Telephone Number:**

**Telephone Number:**

**Mailing Address:** \_\_\_\_\_

**Property Address:**  

1) Subdivision Name: \_\_\_\_\_ VMS designation \_\_\_\_\_ Deed Restrictions Y / N  
Lot# \_\_\_\_\_ (If not located in a platted subdivision, attach a legal description)

**2) Owner: Name:**

**Mailing Address** \_\_\_\_\_

**Telephone**  **email address**

3) Property zoned & Parcel #:  Variance/ Conditional use #

## **Variance/ Conditional use #**

4) **Proposed use:**  Business  Residence (#of units)  Remolding  Industry  
 Accessory structure  Sign (Size)  Other (explain)

**Note: If proposed use is business or industry, enclose a detailed description of the business or industry.**

5) Type of sewage Disposal

6) Lot Dimensions: Width  ft. Depth  ft. Lot Area  acres/ sq. ft.

7) Percentage of lot to be occupied  % Does the 3:1 ratio apply?  Yes  No

8) Living area (residences only) \_\_\_\_\_ sq. ft.

9) Other dimensions: Garage  sq. ft. Basement:  sq. ft. Accessory structure  sq. ft.

10) Yard dimensions: Front  ft. Rear  ft. One side  ft. Sum of side yards  ft.

11) Building Heights: Front  ft. Stories

12) Setbacks: Front:  ft. Rear:  ft. Right:  ft. Left:  ft.

13) Commercial:  sq. ft. Industrial:  sq. ft. Driveway Alt: 1 2 (circle one)

14) On a separate sheet, attach a list of other supplemental requirements or conditions that will be met, and/ or explain any points needing clarifications. Note:

15) The undersigned applies for a zoning permit for the following use, said permit to be issued on the basis of the information contained within this application. The applicant hereby certifies that all information and attachments to this application are true and correct. The applicant is required, in addition to the information requested on this form, to submit plans in duplicate and drawn to scale, showing the actual dimensions and shape of the lot, exact sizes and locations of existing buildings on the lot, and the location and dimensions of the proposed buildings or alterations.

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16) By signing below, the applicant agrees to be liable for any damage caused to a designated township road by delivery or construction vehicles accessing this site. Any physical barriers used to direct traffic or minimize road damage must not be placed on the road surface or pose a danger to traffic in any way. Barriers must be constructed of light materials (e.g., no steel or heavy wood posts or fences). Darby Township may take photographs of the road and right-of-way before and after construction to document any damage. All gutters must be drained to tile. No Drain to Light.

1. **What is the primary purpose of the study?** (Please check one box)

**Signature(s) of applicant(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved  Denied

**Signature of Zoning Officer** \_\_\_\_\_ **Date** \_\_\_\_\_ **(If denied, attach explanation)** \_\_\_\_\_

Fee Paid  Check #  Receipt #

Make Checks Payable to: **Darby Township Trustees Union County Ohio** **(Internal use only)**

## Work Instruction Guide

This instruction will guide you to complete the document accurately.

- I. General information
  - a. Please add your name or the builders name, address, phone number (whomever is completing the document)
  - b. Add the address where the structure will be built on.
  - c. Read and understand the disclosure statement.
1. Address of the building site
  - a. Note if is it the same as above quote that in the box.
  - b. If it is a subdivision state, the name of the subdivision. If not type NA.
  - c. VMS designation (Virginia Military Survey) (tax documents on UC website)
  - d. Block
  - e. Lot number only if it pertains to a subdivision.
    - i. **If not located in a platted subdivision, attach a legal description.**
2. Owners Name
  - a. Whom will be living at that location?
  - b. Mailing location is different than the property address put your current address in this spot.
  - c. Add you day and night phone numbers.
  - d. If you have fax number, please type N/A.
  - e. Please add your email address.
3. Property currently zoned as: added zoned as A-1, U-1, R-1, B-1 or L1. Added your Parcel # here also.
  - a. This can be found on the:
    - i. Union County website (Use your parcel number)
    - ii. Real estate tax statement.
    - iii. Ask the zoning inspector.
  - b. This will be determined by what the property is currently zoned as.
  - c. If variance or conditional request was made add the control number.
4. How are you going to use the property/ structure?
5. Type of sceptic system (leak bed, mound, aeration system)
  - a. Type, size, and gallons of system. (i.e. mound, leak field, aeration).
6. Lot Dimensions (Size of lot) measured in feet
  - a. Width (total frontage of property)
  - b. Depth (how deep is the lot. Take the center of the front and center of the back for distance)
  - c. Lot total area. How large is the lot or property?
7. Percentage of lot or property to be utilize?
8. Total living area for (residential only) Living space only. 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> floor added together. Sq. ft.
9. Other dimensions (complete all that are applicable)
10. Yard dimensions Front, rear, one side (smallest of the two side yards), the sum of all yards added together.
11. Total height of the structure and how many stories. (1, 1 1/2, 2 or 3 as example)
12. Commercial square feet of structure
13. Industrial total square feet of structure.
14. On a separate sheet, attach a list of other supplemental requirements or conditions that will be met, and/ or explain any points needing clarifications. Note: this permit shall be void if work is not started within 180 days or completed within 18 months of the signing date
15. Please read disclosure statement. If you agree sign document.

Application is complete. Do not sign until actual meeting.

Note 1: this is a pre-application. The actual completion of the document will be done at the township building to confirm all the information and approve or denied the application. Payment is due upon signing of the application. Checks payable to: **Darby Township, Union County, Ohio**

Note 2: Other required information. (Plot plan/ survey of property and building plan of structure and any other documents such as variance, conditional use etc.