



5200 Springfield Street, Suite 100  
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 [www.riverside.oh.us](http://www.riverside.oh.us)

## Zoning Confirmation Application

**PROJECT ADDRESS:** \_\_\_\_\_

Applicant \_\_\_\_\_  
Applicant Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
Person to contact \_\_\_\_\_  
Phone # \_\_\_\_\_  
E-mail \_\_\_\_\_

Owner \_\_\_\_\_  
Owner Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_  
Person to contact \_\_\_\_\_  
Phone # \_\_\_\_\_  
E-mail \_\_\_\_\_

Check if same as applicant information

### Zoning Confirmation Applications

Certificate of Zoning  
Occupancy

Zoning Verification  
Letters

**Read the statements below and sign to acknowledge agreement.**

I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Engineer and/or the City Attorney to insure that the requested item(s) for review of this application is compliant to the current zoning laws and policies of the City of Riverside. For any and all costs incurred in the review of this application, I acknowledge that the city of Riverside or any of the City's consultants listed above are my responsibility to reimburse.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

**Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please Note:** New business also require a Certificate of Occupancy from the Montgomery County Division of Building Regulations. Please contact their office at **937-225-4622** for more information.

### OFFICIAL USE ONLY

Permit No. \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Intake Staff: \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_

Parcel ID \_\_\_\_\_

**Checklist:**

Aerial map of property (found at <https://gis.mcoho.org/VPCore/VP.html?config=aud>) with the subject parcel(s) marked (highlighted or outlined)

Application fee (cash or check made payable to the City of Riverside)

Certificate of Zoning Occupancy

(1) Residential 35.00

(2) Non-Residential 50.00

Zoning Verification Letters 50.00

Letter of Explanation for Zoning Occupancy (include former use and new use)

Copy Official License (Require for Zoning Occupancy for below uses)

Salon/Barber/Spa

Auto Dealership

Massage Therapist

Tattoo Shop

Pawn Shop

Skilled-Game Facility

Zoning Letter Information for Zoning Verification Letter (Please provide the name and address of the person and/or company the letter will be addressed to if different then the applicant.

Please provide a FedEx Enveloped for the completed Zoning Verification Letter if you want the hard copy sent other than standard mail.