



5200 Springfield Street, Suite 100
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 www.riverside.oh.us

Zoning Confirmation Application

PROJECT ADDRESS: _____

Applicant _____

Applicant Address _____

City _____ State ____ Zip Code _____

Person to contact _____

Phone # _____

Email _____

Owner _____

Owner Address _____

City _____ State ____ Zip Code _____

Person to contact _____

Phone # _____

Email _____

Check if same as applicant information

Zoning Conformation 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.

Owner Signature: _____ **Date** _____

Applicant Signature: _____ **Date** _____

Please Note: New businesses 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. _____

Intake Staff: _____

Date _____

Approved _____ Date _____

Denied _____ 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 **40.00**
 - (2) Non-Residential **75.00**Zoning Verification Letters **50.00**

- Site Occupancy without a Permit Penalty (Zoning Occupancy): **Double Total Permit Fee**

- 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.