

**CITY OF SOUTH LEBANON
10 NORTH HIGH STREET
SOUTH LEBANON OH 45065
513-494-2296 FAX 513-494-1656**

OBTAINING A ZONING PERMIT

1. Before your application is accepted, you shall complete the following:

- ☐ Provide a copy of the **11x17** Plot-Plan and a copy of the **11x17** Building Plans (Deck, Etc. - how it will attach and show existing house with setbacks).
- ☐ Provide a check in the amount of \$250.00 covering zoning fee and parks. If you build a deck, pool, fence and/or additions, the cost is \$50.00.
- ☐ Provide a check in the amount of \$.03 per square foot of the plans.
- ☐ Provide complete zoning application.
- ☐ Provide proof of water tap fee from Warren County if the property will be utilizing Warren County Water and not South Lebanon Water. If using South Lebanon Water supply, please check for water tap fee. To obtain tap-in fees please call the City. Remember to include \$50.00 inspection fee with this check.
- ☐ Provide check for the Sewer Tap fee. Remember to include \$50.00 for inspection fee.
- ☐ Fill out Zoning form for square footage.

2. Attachments:

- Review and Development Fee Schedule
- South Lebanon Zoning Application
- Water and Sewer Department Form
- Water and Sewer Application for Connection
- South Lebanon Zoning Fees Form

South Lebanon Zoning Application

Application No. _____

Street Address: _____ Lot#: _____ Subdivision: _____

Section: _____ Range: _____ Parcel: _____ Zone: _____

(Property Owner's Name/Address/Phone Number/Email)

(Applicant's Name/Address/Phone Number/Email)

(Arch/Engineer/Surveyor's Name/Address/Phone Number/Email)

(Contractor's Name/Address/Phone Number/Email)

Existing use of property: _____

Proposed use of property (Check all that apply)

Residential

- ☐ New single Family Residence
- ☐ New Multiple Family Residence
- ☐ Addition
- ☐ Accessory Garage or Shed
- ☐ Swimming Pool
- ☐ Fence or Wall
- ☐ Deck
- ☐ Antennas or Satellite Dish
- ☐ Home Occupation
- ☐ Other

Non Residential

- ☐ Building (New)
- ☐ Building (Addition)
- ☐ Change of Use
- ☐ Interior Alteration
- ☐ Parking Lot
- ☐ Awnings or Marquees
- ☐ Pools or Tanks
- ☐ Antennas or Satellite Dishes
- ☐ Fences or Walls
- ☐ New Signs or Billboards

- ☐ Signs-Face Change
- ☐ Signs-Temporary
- ☐ Tents: Temporary Sales
- ☐ Other (Nonconforming Use, Landfill, Excavation or Mining)

Describe proposed work to be completed: _____ Cost of proposed work: _____

The owner of this building & land, and the undersigned do hereby covenant and agree to comply with all the laws of the State of Ohio and the Zoning Regulations of the City of South Lebanon pertaining to buildings and land use and to construct the proposed building or structure or make the proposed changes or alterations in accordance with the plans and specifications submitted herewith and certify that the information and statements given on this application, drawings, and specifications are to the best of their knowledge true and correct.

Applicant Signature: _____ Date: _____

08/25/25

6. Fee Schedule and Submittal Requirements

Article/Ord. Reference	Item	Fees ⁽³⁾⁽⁴⁾	Submittal Requirements
Article 20 Article 14	Preliminary Plats Final PUDs	\$150 + 0.25% of estimated infrastructure construction costs ⁽¹⁾	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 20	Construction Drawings	\$150 + 2.75% of estimated infrastructure construction costs ⁽¹⁾ (Include estimate with application) (1.25% due at time of submittal and 1.5% due before construction begins) ⁽²⁾	4 Copies ⁽⁵⁾ 2 Drainage Calculations 2 Detailed Spreadsheet of the Estimated Infrastructure Costs
	Final / Dedication Plats	\$350	10 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 20	Lot Split / Minor Subdivision / Replats	\$75 per lot	3 Survey Plats ⁽⁵⁾ & Legal Descriptions 1 New Deed + 1 Original Deed
Article 18	Site Plans	\$400 + \$5 per unit Multi-family \$400 + \$20 per acre Commercial/ Office/Industrial/Institutional	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 17	Landscape Plans	\$150 + \$10 per acre	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper)
Article 7	Zoning District Map Change Zoning Text Change	\$400 + \$10 per acre	20 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper) 1 List of Surrounding Property Owners + 2 Sets of Mailing Labels
Article 5	Variances / Appeals	\$400	8 Copies + 1 Copy (Ledger Paper) 1 List of Surrounding Property Owners + 1 Set of Mailing Labels
Article 14	Preliminary PUD Plans	\$2,500 + \$20 per acre	12 Copies ⁽⁵⁾ + 1 Copy (Ledger Paper) 1 List of Surrounding Property Owners + 2 Sets of Mailing Labels
Article 14	Final PUD Plans	Site Plan Review Fees Apply	Site Plan Review Submittal Requirements Apply
Article 6	Conditional Use / Similar Use	\$250 + applicable site plan fee	15 Copies + 1 Copy Ledger Paper ⁽⁵⁾
Article 3	Zoning Permit	\$250 + \$0.03 per square foot of building area (City water tap and inspection fee required if utilizing City Water [proof of payment of County tap fee if utilizing County Water]; City sewer tap and inspection fee also required)	5 Copies
Article 3	Temporary Use Permit	\$50	5 Copies
Article 3	Certificate of Occupancy	\$50	3 Copies
Ord. No: 2001-13	Special User Permit Telecommunications Tower	\$5,000 deposit for a new tower \$2,000 deposit for an existing tower	10 copies of all documents as per Ordinance 2001-13 Section 6.F
Ord. No: 2008-14; Permit App.	Flood Hazard Area Development Permit	\$50	3 Copies of Permit Application w/ applicable submittal requirements (stated on Page 2 of 2 of Permit Application + Engineering "No Rise" Certification (if applicable))

South Lebanon
Water and Sewer Department
10 North High Street
South Lebanon, Ohio 45065
513-494-2296 Fax 513-494-1656

Application for Connection

Application No.: _____

Sewer: _____

Date: _____

Water: _____

The undersigned, being the owner or owner's agent, of the property locate at: _____

_____ in: _____

(Number and Street)

(Subdivision)

on lot number: _____ owned by: _____

does hereby request a connection permit to construct service lateral(s) to serve the: _____

_____ at said

(Residential, Commercial, Industrial, etc.)

location, township of: _____

In consideration of the granting of this permit, the undersigned agrees:

1. To execute all work on said service(s) in strict conformity with the provisions of the rules and regulations of South Lebanon Utility Department, which were adopted for the purpose of providing control of the installation and operation of service lateral(s).
2. To complete all work within one hundred twenty (120) days after the permit of same has been issued. The owner has the right to request an extension if the work is not done as specified above.
3. All claims for damages against the City of South Lebanon which may be occasioned in any manner by the installation of said service lateral(s) shall be waived and held null and void.
4. Final inspection date: _____

Property Owner

Billing Address

Phone Number

Account Number: _____

08/25/25

**South Lebanon
Water and Sewer Department
10 North High Street
South Lebanon, Ohio 45065
513-494-2296 Fax 513-494-1656**

To: Warren County Water Department

From: South Lebanon Water and Sewer Department

Subject: _____

Owner

Location

Lot #

Township

With respect to the subject property, please be advised as follows:

_____ Water and sanitary sewer are available to the property by South Lebanon and all appropriate connection fees and charges have been paid. The property is released with respect to water and sanitary sewer service for the issuance of a building permit.

_____ Water service is available to the property by South Lebanon and all applicable fees and charges have been paid. Sanitary sewer service is not available to the property by South Lebanon. The property is released with respect to water service for the issuance of a building permit.

_____ Sanitary sewer service is available to the property by South Lebanon and all applicable fees and charges have been paid. Water service is not available to the property by South Lebanon. The property is released with respect to sewer service for the issuance of a building permit.

_____ Water and sanitary sewer service is not available to the property by South Lebanon.

South Lebanon Water and Sewer Department

By: _____

Date: _____

08/25/25

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SOUTH LEBANON ZONING FEES

Address: _____

1 st Floor Square Foot:	
2 nd Floor Square Foot:	
Garage Square Foot:	
Basement Square Foot:	
Square Foot Sub Total:	
x \$.03=	
Base Zoning:	
New Construction:	\$250.00
All Others:	\$50.00
Total Owed:	\$