

# Miami County Department of Development

1506 One Stop Court, Suite 6  
Troy, Ohio 45373  
Phone (937) 440-8121  
Fax (937) 440-5486

## What you will need when applying for a Zoning Permit:

### New Dwelling

- Site Plan- A detailed sketch or drawing of the property with dimensions and showing the location of existing and proposed structures, and other features.  
*(see sample)*
  - Health Department Approval- Approval letter from the Health Department for septic system and well.
  - Building Drawings- One set of complete building drawings.
  - Driveway Permit- Permit from Miami County Engineer's or ODOT (if located on a State Route).
- (Turn around for a new dwelling is about one week.)

### Accessory Building

- Site Plan- A detailed sketch or drawing of the property with dimensions and showing the location of existing and proposed structures, and other features.  
*(see sample)*
- (Turn around for an accessory building is 24 to 48 hours.)

## What you will need when filing an application for a Zoning Map Amendment:

### Zoning Map Amendment

- Site Plan- A detailed sketch or drawing of the property with dimensions and showing the location of existing and proposed structures, and other features.  
*(see sample)*
- Health Department Approval- Approval letter from the Health Department for the existing septic system and well and approval for an additional septic system and well.

## What you will need when filing an application with the Board of Zoning Appeals:

### Variance or Conditional Use

- Site Plan- A detailed sketch or drawing of the property with dimensions and showing the location of existing and proposed structures, and other features.  
*(see sample)*
- Short Narrative- One to two paragraphs describing the need for a variance or a conditional use permit.

# Sample Site Plan

