

**FOR GUIDANCE, BELOW IS THE GENERAL POLICY ON ELECTRONIC SUBMISSIONS. IN LIGHT OF CURRENT HEALTH CONDITIONS, AS LONG AS THE OFFICE REMAINS OPEN WE WILL ATTEMPT TO ACCEPT AND PROCESS AS MANY ELECTRONIC APPLICATIONS AS POSSIBLE.**

**Community Development Department -- zoning submissions via email**

- 1) Staff will first determine if the project is sufficiently straight-forward so that it may be processed via email. Examples of such projects could include a rear shed on an ordinary lot, a fence on an ordinary lot, a simple residential alteration or a commercial signage application. Examples of more complicated projects that do not lend themselves to review by email include new business applications, a corner lot fence project, or a complex residential pool project.
- 2) In addition, the following questions must be affirmatively answered prior to acceptance of an application via email:
  - Has staff reviewed the project with the applicant and is sufficiently familiar with the project?
  - Has staff authorized that the application be submitted via email?
  - Has staff been notified that the application and associated materials are forthcoming in the email submission?
  - Has the application been completed in accordance with the staff's review and orientation to the project (see 1 above)?
  - Can payment be submitted via credit card?
- 3) The scanned application must contain an original signature in blue ink or other distinguishing color (not black).
- 4) Applications and plans must be in PDF format.

Some matters may be too complicated for electronic submittal. Staff may be contacted by telephone with questions at 513.248.3731. Also, if you have internet audio-visual capability, you may request an e-meeting.

Community Development Department phone: 513.248.3731

General Administrative phone for non-zoning: 513.248.3725

**Submit zoning applications to this e-mail:**

Zoning permitting: [jeff.uckotter@miamitwpoh.gov](mailto:jeff.uckotter@miamitwpoh.gov)

**Additional zoning contacts:**

Zoning enforcement: [nick.colliver@miamitwpoh.gov](mailto:nick.colliver@miamitwpoh.gov)

Planning & Zoning Administrator: [brian.elliff@miamitwpoh.gov](mailto:brian.elliff@miamitwpoh.gov)