

**MONROE TOWNSHIP CHECKLIST  
FOR APPLICATION OF PERMITS**

**ITEMS REQUIRED TO OBTAIN A MONROE TOWNSHIP ZONING PERMIT:**

- 1. APPLICATION-COMPLETELY FILLED OUT, SIGNED AND DATED**
- 2. PLAT OF PROPERTY SHOWING ALL BOUNDARIES- CAN OBTAIN FROM CLERMONT CO. TAX MAP WEB-SITE.**
- 3. SHOW ALL SET-BACKS OF PROPOSED BUILDING ON SITE PLAN**
- 4. IF NEW LIVING DWELLING MUST HAVE COPY OF LEGAL DESCRIPTION-USUALLY A DEED**
- 5. MUST HAVE 200 FEET AT THE BUILDING LINE-FROM SIDE PROPERTY LINE TO OPPOSITE PROPERTY LINE ACROSS THE FRONT OF THE LIVING DWELLING.**
- 6. MUST MEET SQUARE FOOTAGE REQUIRMENTS FOR LIVING SPACE-AGRICULTURAL IS 1350 SQ. FT. OF LIVING SPACE: R-1(RURAL RESIDENTIAL) IS 900 SQ. FT. OF LIVING SPACE. CHECK WITH THE TOWNSHIP IF ANY QUESTIONS OF SQ. FT. REQUIREMENTS.**
- 7. NEED PARCEL ID NUMBER ON APPLICATION**
- 8. CHECKS OR MONEY ORDERS ARE PAYABLE TO: MONROE TOWNSHIP OR EXACT CASH-CHECK WEB-SITE OR CALL FOR PERMIT FEES.**
- 9. IF YOU ARE IN A HOA-NEED LETTER OF APPROVAL FROM THE HOA ASSOCIATION.**

**ITEMS REQUIRING PERMITS FROM MONROE TOWNSHIP:**

New Home, Manufactured Home, Two-Family dwellings, Multi-family dwellings Accessory Building, Pole Barn, Agricultural Building(s), Decks-with or without roof, Room Addition, Swimming Pools, Fences, Signs, Garages, Road- Side stands for Farm Markets, Re-occupancy of a Commercial Building, Temporary Structure for Institutional Use.

**IF YOU CANNOT MEET THE EXISITING SET-BACKS OF THE DISTRICT YOU ARE LOCATED IN, YOU MUST APPLY FOR AN APPEAL FOR A VARIANCE TO THE MONROE TOWNSHIP BOARD OF ZONING APPEALS (BZA). THE COST FOR THE REQUEST IS \$400.00 WHICH IS NON-REFUNDABLE IF YOUR REQUEST IS DENIED.**

If you have any questions please contact the office at 734-6462. Please leave a message. Your call will be returned. Please send all required information to:

**MONROE TOWNSHIP  
2828 STATE ROUTE 222  
BETHEL, OHIO 45106**