

Monroe Township

Construction & Permit Information

The Monroe Township Zoning department highly encourages all parcel owners to consult the Clermont County Health Department before applying for a zoning permit. Due to the nature of the soils in the County, the Health District is mostly issuing permits only for the so-called "mound" systems. This type of system requires a building parcel of two or more acres. See the [Clermont County Health District's Website](#) for more information.

Lot Splits and Consolidations: If you wish to split a lot off a larger parcel, or consolidate multiple parcels into one large parcel, you will need to have the survey done by a licensed surveyor. All splits/consolidations must be approved by the Township and will incur a fee as listed in the Monroe Township Fee Schedule. You will then need to acquire a new deed for the lot (or lots) from an attorney. Once the deed is written you then record the deed at the County Recorder's office, the lot/lots will then be recorded by the County Auditor. A permit from the township is required for any new structure on any new or existing parcel.

Once any permit is issued by the Township, you will need to present the permit and any supporting documentation to [Clermont County Permit Central](#) to apply for your County Building and Health Permits. The permit from the Township is issued to show the location of your new structure has been approved by the Township. The County permits and inspects the actual construction of your structure and the waste system.

SINGLE FAMILY, MULTI-FAMILY, ROOM ADDITIONS, ACCESSORY STRUCTURES, PORCHES, DECKS, PATIOS, ETC.

NOTE: UNDER SOME CIRCUMSTANCES PROCESSING OF APPLICATION MAY TAKE UP TO 10 BUSINESS DAYS

1. Fill out application for a zoning certificate completely. Download the

Application from the Monroe Township Zoning web page, a paper copy may be obtained at the Zoning Office. For information call the Township Zoning Office at (513) 734-6462.

2. If new construction, locate a sign visible for the road with name and (address if known). If address is required, the front door location must be clearly staked.
3. A Plat of the lot to be built on or developed, with dimensions, lot number and evidence that the lot has been surveyed and properly located.
4. A site plan drawn to scale showing the dimensions and location of proposed and existing buildings, driveways and parking areas. Plat and proposed structure location can be combined.
5. Submit the completed zoning certificate application to the Zoning Inspector with the applicable fee (See Permit Fees Schedule). Make checks or money order payable to: Monroe Township. Sorry, Credit Cards are not accepted at this time.
6. Office hours are Monday thru Friday by appointment only. Please call 513-734-6462 for more information. The office is located in the Monroe Township Town Hall building at 2828 St. Rt. 222, Bethel, Ohio 45106 (next to Firehouse #32 on the Family Dollar side of the building).

ROAD RIGHT-OF-WAYS O.R.C. 5553.03

State Highways	60 feet	(30 feet from center of roadway each direction)
County Roads	40 feet	(20 " " " " " " " ")
Township Roads	30 feet	(15 " " " " " " " ")

Area, Height, and Setback requirements for Agricultural and Residential Districts can be found on Table 7-3-1 of the Monroe Township Zoning Resolution.