

**Zoning Permit Application Submittal Process During Administrative Office Closure:**

Effectively immediately, the township offices will be closed to the public until Monday, April 6, 2020. All public services are being provided during this time, despite the office being closed.

During the temporary office closure, zoning permit applications will only be accepted (and processed) electronically. Please email a PDF of the completed application form along with the appropriate plans to Sam Hill, Planning & Zoning Director at shill@deerfieldtwp.com. Within twenty-four (24) hours of a formal submittal (business days), the applicant will receive an email confirmation of receipt. The estimated timeframe for processing applications and issuing a zoning certificate is ten (10) to fourteen (14) business days. Keep in mind the aforementioned timeline is dependent upon the appropriate information being provided for review. An email will be sent if additional information is needed for review. All application fees will be determined and invoiced after review and issuance of zoning certificate. The applicant is responsible for paying the full invoice amount by check (made payable to **Deerfield Township**) via standard mail:

Deerfield Township

ATTN Zoning Permit Fees

4900 Parkway Drive, Suite 150

Mason, OH 45040

For proper processing and crediting the appropriate account, please indicate the project address and permit number on the check.

Zoning Permit Applications can be found on the township website at:

<https://www.choosedeerfield.com/government/planning-and-zoning/planning-and-applications/>

On behalf of the township, staff apologizes for any inconvenience this may cause on current and/or future projects. Anyone with zoning related questions may contact Sam Hill, Planning & Zoning Director at shill@deerfieldtwp.com or by phone at 513.701.6964.