

RESOLUTION 5600
CLEARCREEK TOWNSHIP TRUSTEES
Warren County, Ohio
July 14, 2025

**A RESOLUTION RESCINDING RESOLUTION NO. 5138 AND ESTABLISHING A
NEW SCHEDULE OF FEES FOR THE ZONING DEPARTMENT AND DISPENSING WITH
THE SECOND READING**

WHEREAS the current fees for services provided by the Clearcreek Township Zoning Department as established by Resolution No. 5138 are insufficient to pay necessary operating expenses throughout calendar year 2025, and;

WHEREAS it is necessary for the Board of Trustees to increase fees to pay expenses necessary to maintain the current level of field activity in the Zoning Department, cover costs associated with legal ads, mailer notices, electronic payments, and reimbursement to the Board of Zoning Appeals and Zoning Commission, and;

WHEREAS Section 18.04 of the Clearcreek Township Zoning Resolution authorizes the Board of Trustees to establish reasonable fees;

NOW THEREFORE BE IT RESOLVED by the Board of Clearcreek Township Trustees:

Section 1. Resolution No. 5138 adopted on December 10, 2018 is hereby rescinded.

Section 2. The following schedule of fees shall take effect on September 1, 2025. Starting January 2, 2026 and proceeding annually on this date through January 2, 2035, the fees will automatically increase at the rate of inflation for the previous calendar year. Fees will be rounded to the nearest whole dollar.

ZONING AMENDMENTS:

Application for rezoning on any number of parcels of land or a text change..... \$813

PLANNED UNIT DEVELOPMENT:

Applications for Planned Unit Development (PUD) districting on any number of parcels:

(Stage 1)..... \$938

(Stage 2)..... \$938

(Stage 3).....\$500

APPEALS:

Variance from the terms of the zoning resolution..... \$688

Hearings on allegations of errors by an administrative official..... \$500

Automatic hearing on a revoked permit..... N/C

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CONDITIONAL USE PERMITS & AGRITOURISM SITE PLAN REVIEW:..... \$813

NON-CONFORMANCE HEARINGS:.....\$250

RESIDENTIAL PERMITS:

Single-family residence..... \$344
Multi-family residence.....\$313/dwelling unit
Residential accessory, swimming pool, deck.....\$138
Addition to an existing structure.....\$138

NON-RESIDENTIAL PERMITS:

For non-residential structures of any type permitted in any zone:

Under 1,000 Sq. Ft.\$250
Equal to or greater than 1,000 Sq. Ft. and under 10,000 Sq. Ft.\$500
Equal to or greater than 10,000 Sq. Ft.\$625

SEXUALLY ORIENTED BUSINESSES:

Sexually Oriented Business Application Fee.....\$500
Annual Sexually Oriented Business Permit Fee.....\$200
Sexually Oriented Business Permit Renewal Fee.....\$200
Sexually Oriented Business Permit Transfer Fee.....\$300
Sexually Oriented Business Employee License Fee.....\$100
Sexually Oriented Business Employee License Renewal Fee..\$50

MISCELLANEOUS PERMITS:

Zoning resolution (printed)..... \$20
Continuation fee for public notifications and time of appropriate ruling body,
per granted request.....\$313
Renewal of non-residential permit.....\$250
Temporary non-residential structure.....\$31
Sign \$3 per one (1) square foot.....\$100 Maximum per Sign

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- Section 3.** All fees for services are non-refundable after three business days.
- Section 4.** When construction has begun or a use has been initiated prior to application for permit, the standard fee shall be doubled as a penalty for non-compliance with the zoning resolution.
- Section 5.** No fee shall be required for application initiated by majority vote of the Board of Township Trustees, Zoning Commission or Board of Zoning Appeals.
- Section 6.** Non-residential permits may be renewed a maximum of one time, thus allowing the permit to be valid for a maximum time of two years from the initial date of issuance, before a new permit is required. Zoning requirements valid at the time of the issuance of the initial permit will be the standard by which the project will be reviewed during the renewal request. The applicant for the permit must request a renewal prior to the expiration of the permit. At the time of the renewal request a narrative describing rationale along with all relevant drawings and plot plans must be submitted along with the required fee. The initial permit and the renewal permit must remain comparable to one another with no greater than a 25 percent modification in size or use area. Variations beyond 25 percent will necessitate the issuance of a new permit.
- Section 7.** Applicant(s) or appellant(s) may request a deferral or continuance for their request. If granted by the appropriate ruling body, the required fee for a continuance shall be paid to the Clearcreek Township Zoning Department to cover the cost of the required public notifications and the time of the ruling body.

BE IT LASTLY RESOLVED, by the Board of Clearcreek Township Trustees upon majority vote hereby dispenses with the requirement that this resolution be read on two separate days and authorizes the adoption of this Resolution upon its first reading at the earliest date allowable by law.

Mr. MUTERSPAW moved to adopt the foregoing Resolution. Mr. GABBARD seconded the motion and upon the call of the roll the following vote resulted:

| | |
|---------------|-------|
| Mr. Wade | - YEA |
| Mr. Gabbard | - YEA |
| Mr. Muterspaw | - YEA |

Resolution adopted at a regular public meeting conducted July 14, 2025.

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**THE BOARD OF
CLEARCREEK TOWNSHIP TRUSTEES**







Law Director Bryan Pacheco
Approved as to form


