

- 1. What is the department turn around time?**  
Within eight (8) days after receipt of an application for an approval, the Administrative Official shall determine if the application is complete and meets the requirements of the Sycamore Township Zoning Resolution. Typically we try to turn around our permits in 3-5 days depending how busy the office and staff may be.
- 2. What are your fees?**  
Please see our fee schedule, available on our website, for your specific submittal request. Generally if applying for more than one project we take the higher fee of all of the items being applied for and charge just that one flat fee.
- 3. Do I need a permit with Hamilton County?**  
Most all submittals that are reviewed by the Township require a permit with the Hamilton County Building Department. The items that DO NOT require a permit include residential accessory structures (sheds) under 200 square feet and residential fences.
- 4. Do you forward the approved paperwork to Hamilton County?**  
No. It is the applicant's responsibility to ensure that the approved drawings from the Township are delivered to the Building Department.
- 5. What is the address of the Hamilton County Building Department?**  
138 East Court Street  
Floor #8  
Cincinnati, OH 45202  
513.946.4550
- 6. Do I need a survey of my property when applying for a permit?**  
Typically no. The office does not require a survey, it is however recommended for your own protection. If property line disputes arise it is a civil matter that must be solved between the two property owners.
- 7. How do I obtain a survey of my property?**  
There are a few ways in which a property owner may obtain a survey of their property. The most obvious, but most expensive is to contact a reputable surveyor. Other ways may include the Hamilton County Records Office or by contacting your mortgage or title company. \*Please note the Township DOES NOT have a survey of your property on file.
- 8. Does the Township have a plat of my property?**  
No. Please see question #5
- 9. What is a site plan?**  
A site plan [or plot plan] is a drawing that shows the property lines and dimensions of the property as well as the locations of any existing structures on the lot. On a site plan [or plot plan] the proposed improvements are to be shown including the distances from the lot lines and other structures.

**10. What is an elevation?**

An elevation drawing shows the end result of the proposed structure, including the height.

**11. Does the Township have an inspector that will come out and look once the project is complete?**

Yes. The Township inspector works hand-in-hand with the Hamilton County Building Inspectors to ensure compliance. It is the applicant's responsibility to contact the Township once the project is complete to schedule a final inspection.

**12. How long does it take to schedule a final inspection?**

Typically 1-2 days, depending on the inspectors schedule and availability.

**13. Do I need to be present for an inspection?**

For residential projects – generally no. For commercial projects – yes. Please check with the Zoning Inspector to be certain.

**14. Whom do I contact for an inspection with the Township?**

Mr. Harry Holbert Jr. at 513.792.7252 or [h.holbert@sycamoretownship.org](mailto:h.holbert@sycamoretownship.org)

**15. Does the Planning & Zoning Department do fire reviews as well?**

No. Fire reviews are done by Asst. Chief Doug Morath. He can be contacted at 513.792.7246 of [d.morath@sycamoretownship.org](mailto:d.morath@sycamoretownship.org)

**16. Where do I find the right applications and information about what to submit for a permit?**

Please see the Planning & Zoning Department's Permitting & Inspections page at [www.sycamoretownship.org](http://www.sycamoretownship.org) to download a commercial or residential application and for detailed information on permit application requirements and fees. Having trouble finding what you need on our website? Please call 513-792-7250 for information.