



Hamilton County, OH

8540 Kenwood Road  
Sycamore Twp, OH  
45236-2010  
PH (513) 791-8447  
FX (513) 792-8564

**Board of Trustees**

Cliff W. Bishop  
Thomas J. Weidman  
Dennis W. Connor

**Fiscal Officer**

Robert C. Porter III

**Law Director**

R. Douglas Miller

**Administrator**

Bruce A. Raabe

**Superintendent**

Tracy Kellums

**EMS & Fire Director/  
Fire Chief**

William "BJ" Jetter,  
Ph.D. MIFireE, CHSIII

**Planning/Zoning  
Director**

**Assistant Township  
Administrator**

Greg Bickford, AICP

**Parks & Recreation  
Director**

Mike McKeown

**PLEASE READ: SYCAMORE TOWNSHIP ZONING INSPECTION INFORMATION**

Dear Property Owner and Applicant,

This letter is to advise anyone who receives a zoning permit that they must call-in for a preliminary and final inspection. The intended structure must be staked at the exact location as depicted on the site plan and the **pre-construction inspection** will verify that the location meets all zoning requirements **prior** to construction commencement. New construction of additions, new homes and commercial buildings must also be **inspected when foundations** are ready to be poured. Any new signs must be **measured prior to installation**. This will avoid any potential problems in the future for both the Township and the property owner/applicant. **A post-construction inspection** will need to be scheduled to verify that everything was constructed as planned and the project is finalized.

**To schedule an inspection, please call (513) 792-7252.** A 24-hour notice is requested. Inspections will primarily be done between 9am and 3pm Monday through Friday, but special circumstances can be coordinated with the Zoning Official.

Any structure or landscaping installed in an easement is done at the property owner's risk. If the owner or user of the easement (the County, utility company, etc.) needs to gain access to the easement **for any reason**, the structure or landscaping can be removed and likely destroyed and will be done so **without any reimbursement to the property owner**. The property owner is responsible for all costs associated with the repair or replacement. The intent of this memorandum is to provide **clarification** to anyone considering construction over an easement and to answer any question prior to any future mishap.

The location and depth of all underground utilities should be determined 48 hours prior to the start of any work. For utility locations, please contact Ohio Utilities Protection Service (OUPS) at 811 or 1-800-362-2764.

Thank you in advance for your compliance.

Harry L. Holbert Jr.  
Sycamore Township Zoning Official  
(513) 792-7252  
[hholbert@sycamoretownship.org](mailto:hholbert@sycamoretownship.org)

Sycamore Township Zoning Office Hours: Monday – Friday 8am to 4:30pm